JOB DESCRIPTION

Job Details:

Job Title:	Clinical Research Nurse /Practitioner
Band:	Band 5
Location:	Based at NNUH (with possibility of occasionally working at other sites across the research network if required)
Department:	Research and Development
Managerially Accountable to:	Senior Research Nurse
Professionally Accountable to:	Lead Research Nurse

Job Purpose:

The post holder will be a member of the research team and will assist in the delivery of research within the Research Department at the Norfolk and Norwich University Hospital.

As a clinical research nurse/practitioner, they will be responsible for assessing and managing the care pathways for patients participating in clinical trials. This will involve the recruitment, education and monitoring of trial patients and the collection and documentation of accurate data. They will work collaboratively with the clinical trials team and the wider multi-disciplinary team in the management of a caseload of clinical trial patients. Clinical responsibilities required will be consummate with professional registration and would include for phlebotomy, cannulation, ECG, and administration of IV infusions.

The role involves using an in-depth knowledge of the trial's protocols and their application in practice, alongside a working knowledge and compliance with the local, national, and international research regulations.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Dedication, Integrity, and Excellence.

Overview of Essential Responsibilities:

1. To work according to ICH GCP guidelines and research governance standards for clinical trials and current Standard Operating Procedures.

2. To manage, with the assistance and support of senior colleagues, a range of clinical trial protocols.

3. To identify, screen and recruit participants into research studies according to the inclusion and exclusion criteria to ensure the effective achievement of study aims and monitoring of their condition throughout participation.

4. To register/randomise participants into trials.

5. To identify barriers to recruitment and to raise awareness of these, reporting to the Senior Research Nurse/Lead Research Nurse. To support action plans as required.

6. To act as the primary contact for the clinical trial participant in own caseload. Working with senior colleagues in obtaining informed consent as delegated by the Principal Investigator and in providing ongoing follow up care whilst the participant is in the clinical trial.

7. To provide ongoing advice and information to participants with regard to their participation in clinical research, in order to facilitate continued informed consent.

8. To act in the best interest of the research participants to ensure that their rights are upheld.

9. To facilitate the informed consent process ensuring the following is accounted for:-

    a) The participant (and significant others) fully understand the nature of the clinical trial.
    b) They are aware that entry onto the trial is voluntary and they can withdraw at any time without prejudice.
    c) They are aware of the extra procedure required by the trial.
    d) The consent form is completed accurately and filed as required.

10. To co-ordinate the visit schedules of research participants and ensure the most appropriate venue is offered subject to local guidelines.

11. To provide on-going follow-up care whilst the participant is in the clinical trial.

12. To acquire and maintain a range of clinical skills necessary to facilitate research as determined by the research protocol i.e. phlebotomy, administration of IV treatments, cannulation, vital sign assessment, clinical assessments and ECG recording as appropriate.

13. To carry out research associated laboratory work safely and in line with national requirements including the centrifugation of blood samples prior to despatch, slide preparation and aliquoting storage and package.

14. To process and store biological samples to the requirements of the research protocol, ensuring that safe handling and quality is assured.

15. To ensure the safe ordering and storage of study medication prior to dispensing to participants.

16. To ensure the safe administration of treatments and drugs (dependent on registration) given within the context of a clinical trials adhering to local and national guidelines.

17. To perform other clinical procedures as specified by the protocol.

18. To be competent in managing emergency situations such as cardiac arrest, major incident and fire procedures as they relate to the departments.

19. To participate in clinical trials monitoring internally and externally as required to meet the governance requirements of each study.

20. To monitor treatment toxicity/side effects and initiate changes to treatment as required by the clinical trial protocol.

21. To record and report adverse events/serious adverse events which occur whilst the participant is in the clinical trial to the relevant personnel and act as required. This may include the trial co-coordinator/Principal Investigator and relevant local personnel/regulatory authorities in the event of serious adverse events.

22. To ensure that all documentation including paper or electronic clinical research files, letters and the Trust patient record are completed with a high degree of accuracy.

23. To promote effective communication with the Project Co-ordinator, Sponsor, medical staff and other departments and agencies involved, so maintaining a good public profile to ensure participant safety.

24. To access the computer network as required to retrieve relevant information.

25. To ensure that clinical trials are effectively archived as required.

26. To manage, under supervision, the organisation of own workload on a day to day basis.

27. To up-date the Senior Research Nurse/Lead Research on the progress of clinical trials.

28. To attend specific meetings related to the study caseload held as agreed with the Senior Research Nurse/Lead Research Nurse.

Line Management/Financial Management Responsibilities:

1. To work within professional codes, being aware of own limitations and to seek advice as necessary, referring research participants to other personnel as and when appropriate.

2. To work as part of the multidisciplinary team and contribute to the ongoing development of the department.

3. To contribute to clinical governance at a level appropriate to the post holders knowledge and experience.

4. To be responsible for maintaining strong relationships and positive communication channels with other key personnel both within and outside the hospital as necessary.

5. To contribute to the delivery of a high standard of care to all study participants irrespective of sexual orientation, age, and gender.

6. To adhere to the Trust general conditions of employment as below.

7. To observe the confidentiality of participant information at all times, written, verbal and electronic, in accordance with the Data Protection Act, whilst being aware of the Freedom for Information Act.

8. To promptly report all incidents or accidents involving participants, visitors or staff and take appropriate action according to Trust Policy.

9. To ensure own practice is up to date and evidence based and to demonstrate an awareness of current, relevant research.

10. To maintain Continuous Professional Development in line with Trust Policy, the Knowledge and Skills Framework and professional bodies and actively maintain a personal professional portfolio.

11. To develop and maintain knowledge related to research including departmental, Trust, NHS, and EU developments in clinical research.

12. To further develop knowledge and skills relevant to the research area by undertaking appropriate training, courses of study and attendance at meetings and conferences as appropriate.

13. To attend site initiation visits, investigator meetings and Interim study meetings as required.

14. To attend departmental and other meetings relevant to the post as required and to represent the network in other forums as determined by own knowledge and experience and under the direction of the Senior Research Nurse or line

manager.

15. To develop practice to that of an experienced Research Nurse with guidance from senior staff, colleagues and through the personal development review process.

16. To be willing to undertake further training to meet the needs of research protocols as required.

17. To participate in the education of participants, carers, colleagues and learners at a level appropriate to the post holder's knowledge and experience.

18. To assist in the training and induction of new research staff commensurate with own knowledge and experience.

Specific Additional Responsibilities:

1. To provide cover for staff during periods of absence as required.

2. The post holder will be expected to carry out administrative duties to fulfil the roles outlined above and other duties appropriate to the post

Functional Requirements			
Direct face to face patient contact	Yes	Blood/body fluid exposure	Yes
Managing a team who hold professional registrations	No	Prevention and management of aggression	Yes
Exposure prone procedures (EPP)	No	Crouching/stooping or kneeling	Yes
Manual handling	Yes	Frequent hand washing/wearing gloves	Yes
Night working/shift work	No	Chemical sensitisers	Yes
VDU user	Yes	Noise	Yes
Driving patients	No	Other (please state)	Choose an item.

Job Specification:

		Means of Assessment
	Essential/ Desirable	Application Form/ Interview/Test
Qualifications/training and professional development		
Registered Nurse on the appropriate part of the NMC register And/or is working towards a Health/Research Related Degree or equivalent experience	D D	A/I A/I
Experience		
Some post qualification experience at Band 5	D	A/I
And/or experience of working in a clinical research environment	D	A/I
Understanding of the research process	E	A/I

Skills, abilities and knowledge		
Excellent communication and inter-personal skills	E	A/I
Motivated and enthusiastic individual who is able to work well as part of a team	E	A/I
Able to work without direct supervision	E	A/I
Good organisational skills and ability to manage own work load	E	A/I
Flexible and adaptable approach to work in a variety of areas, i.e. clinics, wards, NIHR CRF facility	E	A/I
Ability to work efficiently to meet deadlines	E	A/I
Meticulous attention to detail	E	A/I
Clinical skills relevant to the role e.g. phlebotomy, cannulation, ECG recording, administration of IV infusions	D	A/I
Willingness to train/obtain relevant clinical skills/competencies as above	E	A/I
Competence in standard PC packages i.e. MS Word and Outlook	D	A/I
Willingness to undertake training for other relevant packages including Excel, Access,)	E	A/I

Attitude, aptitude		
Evidence of Continuing Professional Development and maintenance of a Personal, Professional Profile	E	A/I
Willingness to further develop knowledge and skills	E	A/I
Ability to travel independently and to attend training and meetings outside the employing organisation	E	A/I
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	E	A/I
Demonstrates understanding and commitment to Equality, Diversity and Inclusion	E	A/I

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.