

Job Description

# Research Nurse



# Job Description

**At Gloucestershire Hospitals NHS Foundation Trust, we take great pride in delivering high quality acute services and we understand just how precious life is.**

People entrust their lives to our care every day and they have the right to expect the very best experience and outcomes. That's why our ambition and the pursuit of excellence is the foundation of everything we do.

# Job Description

Dear candidate,

*I am delighted you are interested in a position here at Gloucestershire Hospitals NHS Foundation Trust.*

*Gloucestershire Hospitals is one of the largest hospital trusts in England serving a diverse population of almost 620,000 people. We provide acute hospital services from two large district general hospitals, Cheltenham General Hospital and Gloucestershire Royal Hospital. Maternity Services are also provided at Stroud Maternity Hospital.*

*Our people are at the heart of what we do. Our workforce is almost 8,000 strong and our caring and dedicated staff are recognised as providing good and outstanding patient-centred care across a range of clinical areas. We also have exceptional teams of professional services staff underpinning our vision every step of the way.*

*We are committed to recruiting the best people to work with us to achieve our vision of providing Best Care for Everyone and our success depends on the commitment and dedication of our staff.*

*We are committed to diversity, inclusion and equality of opportunity for everyone, valuing and celebrating differences and encouraging a workplace and culture where all can thrive. We endeavour to ensure each and every person working in our organisation feel respected and valued. Respecting and valuing differences will help to ensure that our policies and services reflect the needs and experiences of the people and community we serve.*

*In return, we offer the opportunity to work at a trust that is on a truly exciting Journey to Outstanding and to make a real difference to the lives of our patients, their families and the wider community. We are also committed to training and developing you to be the best you can be and offer you a rewarding career, whatever your role.*

*I wish you every success with your application to join our team.*

*Best wishes*

*Claire Radley  
Director of People & OD*

# Job Description

<b>Job Title:</b>	Research Nurse
<b>Division</b>	Corporate
<b>Base:</b>	CGH/GRH/Gloucestershire
<b>Grade:</b>	5
<b>Reporting to:</b>	Senior Research Nurse/Coordinator
<b>Hours</b>	37.5

## Overview

Gloucestershire Hospitals NHS Foundation Trust operates hospitals on our two main sites in Cheltenham and Gloucester, and we're one of the largest NHS trusts in the country.

Our workforce of almost 8,000 staff provide high quality emergency, elective and specialist care across a range of clinical areas

## Our Values:

It is expected that all employees uphold the values of the organisation as our values underpin everything we do and describe the way we expect our staff to behave towards our patients, families and carers and between each other. We have the following three values:

### 1. Caring

Patients said: *"Show me that you care about me as an individual. Talk to me, not about me. Look at me when you talk to me."*

### 2. Listening

Patients said: *"Please acknowledge me, even if you can't help me right now. Show me that you know that I'm here."*

### 3. Excelling

Patients said: *"Don't just do what you have to, take the next step and go the extra mile."*

# Job Description

## Main Purpose of the Job:

The post of **Research Nurse** is a part of a Research Delivery Team based within Cheltenham General Hospital, Gloucestershire Royal Hospital and research clinics within the Research Facility Centre. The post holder will be accountable for the assessment, planning, organisation and on-going care of research participants according to the study protocol. The role will involve all aspects of study co-ordination and recruitment of patients to research studies. The post holder will be expected to work flexibly with all members of the research team and relevant multidisciplinary teams across a number of specialties. Workloads will be managed by the individual and not supervised.

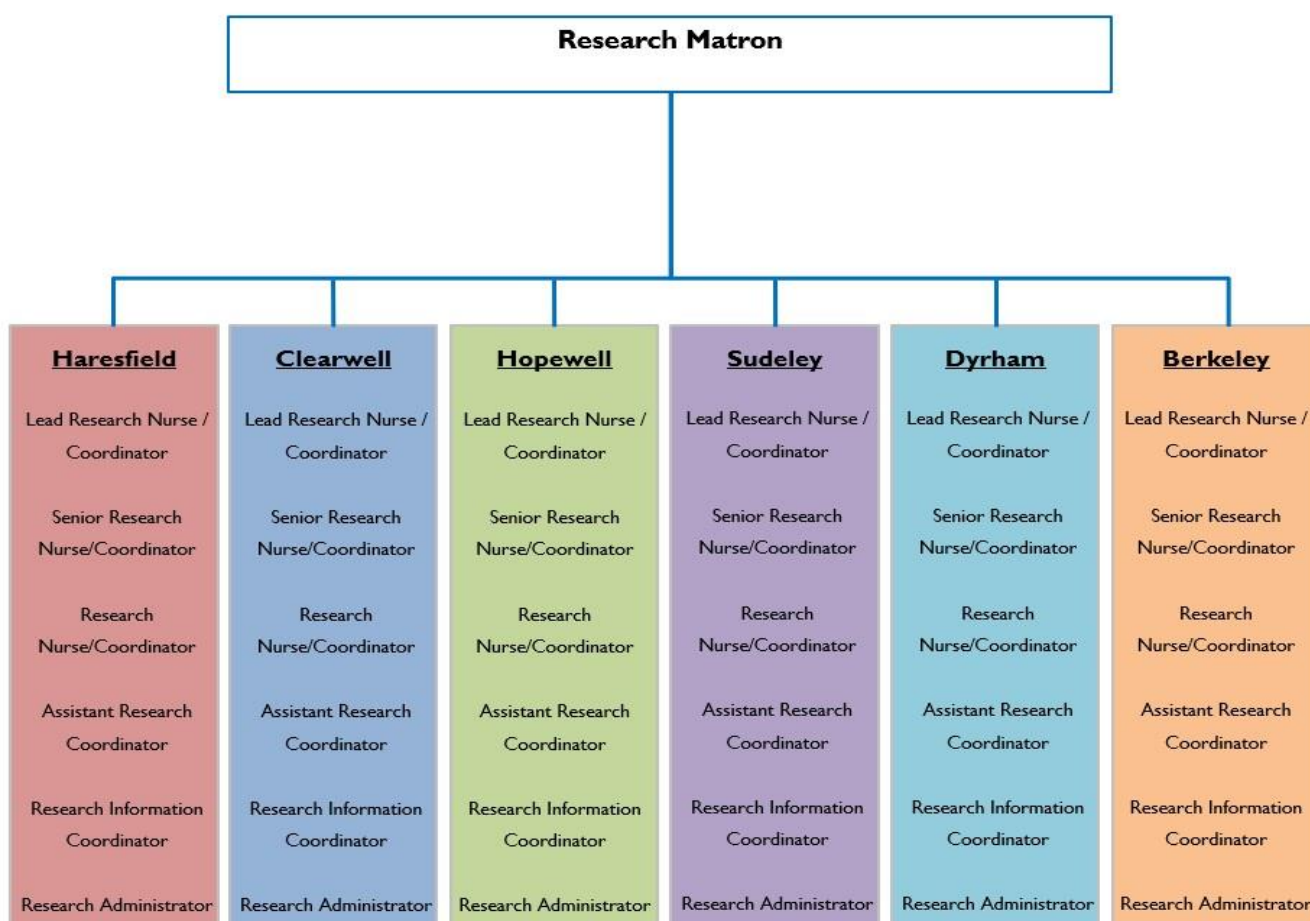
All work is carried out in accordance to National research legislation, Good Clinical Practice, Research Governance, R&I Standard Operating Procedures, and GHNHSFT policies whilst aiming to achieve the National Institute of Health Research Network High Level Objectives and GHNHSFT Key Performance Indicators for research.

The Research Delivery Teams are part of the Gloucestershire Hospitals NHS Foundation Trust Research & Innovation Team which provides advice and delivery team support to researchers across the Trust to help them design and set-up studies, navigate various approvals processes and deliver high quality research to local and national performance targets.

# Job Description

## Main Responsibilities and Duties:

## Organisational Arrangements:



## KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- First level nursing degree/qualification with a current NMC registration and 2 years post registration patient facing experience.
- Strong organisational skills with ability to multi-task, prioritise and work on own initiative
- Able to line manage, train and develop staff
- Well-developed interpersonal skills and ability to communicate effectively to a wide multidisciplinary team and patients.
- Ability to work independently and be an excellent team player.
- Self-motivated with a desire to be effective and efficient

# Job Description

- Ability to work flexible hours & travel between hospital sites as required to meet service needs.
- Adaptability to ensure achievement of objectives within constantly changing environments.
- Proficient in the use of computer programmes including Microsoft Office/GOOGLE apps, with the ability to master new applications
- Clinical skills: venepuncture, specimen collection, clinical observations and assessments.

## MAIN DUTIES AND RESPONSIBILITIES

### Feasibility and Study set-up

- Contribute to the set-up of research studies within the wider research team. Liaise with the R&I Professional Services Team, Principal Investigators, support departments, and multidisciplinary teams to ensure a thorough feasibility process.
- Able to identify and plan strategies for recruiting patients into trials. Working with Principal Investigators to develop initiatives to increase patient involvement.

### Support

- Assist in the selection and recruitment of participants in compliance with study inclusion / exclusion criteria. Receive informed consent and provide ongoing information, education and support to clinical trial patients (and their carers).
- Assist in achieving NIHR High Level Objectives and GHNHSFT Key Performance Indicators for patient recruitment, speed and quality of research
- Liaise with multi-disciplinary team members to teach and demonstrate procedures for the safe and smooth running of clinical trials and act as a training resource to other members of the clinical team and a contact point in matters concerning trial patients and trial protocols.
- Ability to line manage, train and develop junior members of the team, act as a role model.
- Act as a supervisor for students as applicable to professional registration.

### Study Delivery/Monitoring

- Good knowledge of clinical trials, including, but not limited to: Research Governance Framework, Good Clinical Practice for Clinical Trials.
- Ensure the safety and wellbeing of clinical trial patients, including safe administration of treatments and drugs that are given within the context of a clinical trial, as applicable to professional registration and Trust POPAM policy. Reporting of serious adverse events to all relevant personnel, following the relevant Standard Operating Procedures. Assess patients as required by trial protocols and take appropriate and timely action for patients with treatment toxicities, where appropriate.
- Perform trial specific clinical observations and assessments as mandated by trial protocol. Venepuncture, test urine samples and administer treatments for which training has been given, as applicable to professional registration, R&I Standard Operating Procedures and Trust POPAM policy.



# Job Description

- To be responsible for requesting internal monitoring reports for locally sponsored/hosted studies and actioning as required. Responsible for actioning externally sponsored monitoring reports in a timely manner.
- Ensure trial protocols are followed and that trials are conducted according to the Research Governance Framework Procedures, R&I Standard Operating Procedures and Good Clinical Practice (ICH GCP). Maintain a safe environment for patients, staff and visitors.
- Comply with Trust policies and guidelines.
- Ensure trial records are accurately maintained, including, but not limited to: records in nursing/medical electronic and paper notes, case report forms and trial site files. Adhere to requirements to protect confidentiality. Maintain study records on EDGE (Clinical Trials IT system).

## Other Duties

- Support the embedding of clinical research within our Trust. Contribute to strategies that inform Trust staff of current clinical trial activity/progress.
- Respond to change in line with the needs of service provision, working flexibly within the delivery team.
- Identify own learning needs and proactively seek educational and training opportunities to develop and maintain competency.

## COMMUNICATIONS AND WORKING RELATIONSHIPS

The post-holder will be expected to communicate with a variety of stakeholders at all levels including but not limited to National Clinical Trials Units, Pharmaceutical companies, and other research Sponsor organisations, Clinical Research Network staff, researchers, support service staff and clinicians both within Gloucestershire Hospitals NHS Foundation Trust and beyond.

## MOST CHALLENGING PART OF THE ROLE

- Working across a portfolio of research studies.
- Liaising and working with principal investigators, multidisciplinary clinical staff, and departments such as Pathology, Pharmacy, Radiology, and Clinical Trials Units.
- Encouraging other professionals, outside of the Research & Innovation team, to take an interest in and support clinical trials.
- Implementing and promoting Good Clinical Practice for research.
- Frequent interruptions to concentration from people, telephone, etc.
- Mental effort – long periods of concentration required on often lengthy documents.



# Job Description

## PHYSICAL EFFORT AND WORKING CONDITIONS

- Occasional lifting of boxes of A4 paper, A4 files and similar (up to 5kg) and transporting these to other sites
- Travelling between Cheltenham General & Gloucestershire Royal Hospitals. Supporting research clinics within the Research Facility Centre. Occasional community or home visits to patients.
- 50% of time spent working in clinical areas (talking to patients, taking blood, testing urine samples and administering some treatments as applicable).
- 50% of time spent working in an open plan office
- Physical effort is not strenuous, occasional lifting of boxes of A4 paper, A4 files and similar (up to 5kg), and transporting these to other sites
- The post involves a combination of sitting, standing and walking
- There is a regular need to use a computer

## Summary of position:

The post holder will provide operational support to Gloucestershire Hospitals NHS Foundation Trust R&I Department to ensure that study coordination and recruitment of participants comply with national research legislation, NHS guidance, NIHR High Level Objectives, R&I Standard Operating Procedures and GHNHSFT policies.

# Job Description

## General conditions

### Confidentiality

In the course of your employment, you may have access to, see or hear confidential information concerning the medical or personal affairs of patients and or staff. Unless acting on the instruction of an authorised officer, on no account must such information be divulged or discussed except in the performance of normal duties. Breaches of confidence, including improper passing of registered computer data, will result in disciplinary action, which may lead to dismissal. You should be aware that regardless of any action taken by your employing authority, a breach of confidence could result in a civil action for damages. In addition, records, including VDU screens and computer printouts of registered data must never be left in such a manner that unauthorised persons can obtain access to them. Written records must either be destroyed or retained in safe custody when no longer required, VDU screens should always be cleared when unattended.

### Terms and Conditions of Service

The principle terms and conditions of your appointment will be those set out in the Agenda for Change national agreement as amended from time to time by the NHS Staff Council. These terms and conditions are set out in the NHS Terms and Conditions of Service Handbook, which is available on the Trust's intranet and NHS Employers web site.

### Health and Safety

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers.

### Data Quality

As part of your employment you may be required to record Patient Information (computerised or on paper). You have a responsibility to ensure that information is entered accurately, completely and consistently. It is particularly important that patients' demographic details are kept up to date. Problems should be reported to your Manager.

### No Smoking Policy

Gloucestershire Hospitals NHS Foundation Trust operates a no smoking policy. Smoking is not permitted anywhere within the buildings and grounds of all Trust sites. These restrictions include all areas up to the boundaries of all sites.

### NB

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but is a good guide for information to the job. It will be periodically reviewed in the light of developing work requirements in the department. The officer in the post will be expected to contribute to that review.

# Job Description

## Personal Specification:

<b>Job Title:</b>	Research Nurse
<b>Base:</b>	CGH/GRH/Gloucestershire

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

**Key to terms: E: Essential, D: Desirable. How is it assessed? I: Interview, A: Application**

## Qualifications

First level nursing degree/qualification with current NMC registration	E	A
------------------------------------------------------------------------	---	---

## Experience

Appropriate experience as a registered nurse	E	A
----------------------------------------------	---	---

## Knowledge, Skills, Abilities

Strong organisational skills with ability to multi-task, prioritise and work on own initiative	E	A&I
Well-developed interpersonal skills and ability to communicate effectively to a wide multidisciplinary team and patients.	E	A&I
Ability to work independently and be an excellent team player.	E	A&I
Able to line manage, train and develop staff	E	A&I
Ability to work flexible hours & travel between hospital/research sites as required to meet service needs.	E	A&I
Act as a student supervisor as applicable to professional registration	E	A&I
Proficient in the use of computer programmes including Microsoft Office/GOOGLE apps, with the ability to master new applications	E	A&I
Clinical skills: venepuncture, specimen collection, clinical observations and assessments.	E	A&I

## Qualities

Comfortable working under pressure and to tight deadlines	E	A&I
Self-motivated with a desire to be effective and efficient	E	A&I
Strives for quality	E	A&I
Adaptability to ensure achievement of objectives within constantly changing environments.	E	A&I



# Job Description