

JOB DESCRIPTION

Job Title:	Clinical Research Facility (CRF) Education and Training Practitioner
Department:	Manchester Clinical Research Facility (MCRF)
Band:	Band 6 (subject to AfC review)
Location:	Flexible working across all MCRF sites will be required to meet the needs of the service.
Responsible to:	MCRF Operational Director

JOB PURPOSE

The post holder will work in partnership with the MCRF senior management team and with the individual MCRF site management teams, and will be responsible for ensuring the provision of high-quality training and education across the MCRF. This is an autonomous role working within broad core policies and processes across a number of NHS organisations, with management and wider team available for support and points of escalation.

The post holder will ensure that the professional development needs of the MCRF workforce are met by supporting and taking responsibility for aspects of MCRF education strategies through the delivery of education and training programmes and will act as an exemplary role model for learners. They will work across MCRF partner organisations and will liaise with the newly established NWCRF Alliance to maximise training opportunities.

KEY RELATIONSHIPS

MCRF Training Lead, MCRF leadership and site management teams, MCRF partner organisations, MCRF workforce including administrative, nursing and medical posts, NIHR Manchester Biomedical Research Centre (MBRC), UKCRF Network, NWCRF Alliance and other external organisations.

RESPONSIBLE FOR: Delivery of high-quality practice education and training across the MCRF workforce.

KEY DUTIES AND RESPONSIBILITIES

Education and Training

Develop a comprehensive MCRF staff induction programme, including a period of shadowing for new starters, which ensures

Ensure there is a system in place to ensure each staff member is assigned a research buddy to support their progression and appropriate documentation in place to clarify expectations.

Understand the training budgets across the core, and wider, MCRF to advise and make recommendations on utilisation of the budget. This will require detailed understanding of both strategic and operational issues as well as training availability. Prioritisation strategies will need to be used to ensure fair and equitable use of budgets.

Where applicable, sign off training associated expenditure as an authorised signatory.

Develop, implement and maintain a robust reporting system that ensures all MCRF staff are up to date with the relevant Trust's mandatory training, appropriate to their role, including Good Clinical Practice (GCP).

Create policies, protocols or practices, linked to annual appraisals, to ensure that each staff member has a bespoke and tailored training programme based on role, previous experience, skills and MCRF strategic objectives. This will impact across the MCRF.

Support staff members and their supervisors to complete the national competency framework to provide documented evidence of attaining the required skills for the studies they are allocated.

Capture opportunities to offer the workforce to develop specialist skills in Experimental Medicine (EM), such as Genetically Modified Organism (GMO), vaccine and Advanced Therapy Medicinal Products (ATMP) studies.

Facilitate and promote opportunities for staff to undertake formal training such as a Master's degree relevant to EM work. This will require presentation skills, attending Senior meetings and influencing stakeholders within partner organisations.

Develop a reporting system for education and training to support feedback to NIHR and other stakeholders.

Undertake regular reviews and audits to understand the strengths and gaps of the training on offer for MCRF staff, and develop plans and strategies to address these issues which would impact across the MCRF. Use this to then propose changes to policies and practices which will impact across all MCRF organisations, sites and teams.

Implement a continuous review, audit and training needs analysis to anticipate future skill requirements and provide opportunities for existing staff to acquire those skills through the educational infrastructure. This will require analysis of a range of complex datasets, organisational objectives and training/education provision and make judgments and recommendations based on this analysis.

Support career progression and skill acquisition discussions with staff at all levels, in different professional roles. Due to the highly complex nature of training requirements, successful outcomes will be reliant on the use of persuasive, motivational and training skills.

Work with MCRF and partner organisation clinical leadership to manage projects to:

- Ensure that the clinical workforce have access to life support training and participate in at least one UKCRF Network emergency training scenario.
- Support the development of the Clinical Research Practitioner role and pilot emerging roles such as a nursing associate.
- Assist with the training programme for new Advanced Clinical Practitioners.
- Liaise with the Practice Facilitators at MCRF partner organisations to support clinical research training requirements, particularly those specific to complex studies.

This will require the post holder to plan and organise a number of ongoing programmes on an ongoing basis which will require plans to be adapted and modified depending on changing organisational demands and priorities.

Leadership

Promote all MCRF sites to develop a highly skilled research delivery workforce for EM studies by extending education and training opportunities to all sites, ensuring standardised induction, education and training programme.

Develop strong relationships with MCRF leadership and teams, MBRC, UKCRF Network, NWCRF Alliance and other key stakeholders.

Network with peer groups to support the sharing of best practice and deploy effective communication strategies to ensure that complex information and knowledge is appropriately communicated across networks.

Capitalise on links with MBRC to develop and support the delivery of training on novel trial design and identify priority disease areas and populations for the development of clinical research fellow posts in EM and phase I/II studies.

Support the MCRF leaders to build on their mentorship skills to coach and develop the next generation of leading EM investigators.

Develop more informal training opportunities and processes for MCRF staff and the wider community, including work experience and shadowing.

Manage projects with the NWCRF Alliance specifically to:

- Devise, co-create and deliver an educational programme to develop Phase I trial skills and experience for operational, nursing and medical staff.
- Seek to develop clinical pharmacology skills by linking with existing training schemes such as Liverpool/Manchester MRC Clinical Pharmacology Fellowships.
- Provide selected trainees the opportunity to obtain Diplomas in Clinical Pharmacology.
- Arrange to host placements for senior clinical pharmacology trainees with experience of early phase studies to support delivery and training on phase I studies in GM.
- Arrange for specialty trainees from GM with links to MCRF to undertake placements in the Liverpool CRF, gaining experience of phase I with a focus on protocol development and risk management strategies.
- Offer, in conjunction with MBRC, placements and secondments to non-research nursing, AHP and pharmacy staff to provide research experience and career guidance.

Support the MCRF Training Lead and senior leadership team to oversee the MCRF training budget and spend.

Equality, Diversity and Inclusion

Collect diversity data on what training opportunities are being accessed, and by which staff members / roles / professional groups.

Work with the MCRF Equality Diversity (EDI) Leads to support delivery of the EDI strategy, particularly in relation to training and education.

Work with the MCRF Patient and Public Involvement, Engagement and Participation (PPIEP) team to build on our Inclusive Research training.

Facilitate the NIHR's Race Equality Framework pilot across GM NIHR infrastructure, to target initiatives with racial and ethnic minorities, actions for workforce diversity (eg. roll out of anti-racist training), and through senior organisational allyship (eg. through reverse mentoring).

Broaden staff participation, develop new sites, focus on new and underserved patient populations, and capitalise on the opportunities the new NWCRF Alliance to ensure equal access to training opportunities for all staff.

Engage with under-represented populations to enhance the workforce with a rich diversity who are well placed to engage with our local communities and research participants.

Support the MCRF leadership to focus on underserved diseases (e.g rare diseases in adults and children) and populations (e.g residents of North Manchester and non-English speaking populations) to ensure maximum benefit of the MCRF to the population of GM.

Ensure that equality and diversity issues are recognised, addressed in accordance with legislation, policies, and procedures.

Personal and People Development

Develop and maintain own competence in accordance with the Trust requirements. Work as part of a team to develop and share good practice.

Maintain personal standards of conduct and behaviour consistent with Trust values and behaviours and professional regulatory body guidelines.

Undertake annual appraisal of the role and function with line manager to ensure that the role remains current and sensitive to the needs of service users.

Manage own workload independently and prioritising as required.

Embrace a coaching culture to support self and others with professional development.

Engage and support the peer review of education delivery across the team.

Role model quality standards of practice and behaviour.

GENERAL

Infection Control

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also

responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

Health and Safety

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

Safeguarding

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

Security

The post holder has a responsibility to ensure the preservation of NHS property and resources.

Confidentiality

The post holder is required to maintain confidentiality at all times in all aspects of their work.

Team Briefing

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

No Smoking Policy

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.