The ROYAL MARSDEN
NHS Foundation Trust

Job description
Research Nurse
Haemato-Oncology

NHS

At The Royal Marsden, we deal with cancer every day, so we understand how valuable life is. And when people entrust their lives to us, they have the right to demand the very best. That's why the pursuit of excellence lies at the heart of everything we do.

Life demands excellence

Job title

Research Nurse

Directorate

Haemato-Oncology Research Department, within the Clinical Research Directorate.

Grade

Agenda for Change band 6.

Hours of work

37.5 hours per week.

Location

The Royal Marsden has two sites - Chelsea, London and Sutton, Surrey. The post holder will be expected to work flexibly across both sites.

Reports to

Lead Research Nurse / Senior Research Nurse, Haemato-Oncology.

Accountable to

Principal Investigator, Consultant Haemato-Oncologist

Liaises with

Clinical and Nursing Staff, Haemato-Oncology Research Governance staff, Inpatient and Outpatient units, Support Services within the Trust, Pharmaceutical Company Staff, other Sponsors and Funders of clinical research, Auditors / Monitors / Regulatory Inspectors.

1. Job Purpose

The post holder will work under the supervision of the lead/senior research nurse or Study Site Coordinators (SSC) within the Haemato-Oncology research team and has a key role to play in the dayto-day running of clinical trials within the Trust. These trials may be related to anti-cancer treatment (*e.g*. chemotherapy, radiotherapy, biological therapy, gene therapy or surgery), symptom management or some other aspect of cancer care, such as screening. Central to the role are the recruitment, education and monitoring of patients entering a clinical trial. Working closely with the principal investigator and members of the multidisciplinary team, s/he will support patients who choose to participate in clinical trials by providing advice and information and acting as the patients' advocate. An important aspect of the role is the maintenance of accurate and comprehensive records of data derived from the research studies. The post holder will be involved in ensuring that any research undertaken within the department safeguards the wellbeing of the patients and is conducted within ICH Good Clinical Practice Guidelines for Research.

The post holder will support more junior research nurses, assisting them to develop their clinical research skills thorough education and training. Further responsibility will include monitoring and raising the standard of nursing input within the team.

The opportunity to undertake personal research projects or further study, in consultation with the lead medical investigator and Lead Nurse Clinical Trials, is also encouraged.

2. Key areas of responsibility

Research (Clinical Research)

- To co-ordinate arrangements required for patients undergoing specialist investigations as part of the research protocol.
- To assess the patient prior to trial treatment, monitor the patient receiving trial treatment and follow the patient up on completion of trial treatment as required by the protocol.
- To collect and accurately record data in accordance with the requirements of the trial protocol.
- To participate in the design and preparation of research protocols, patient information sheets and other documentation associated with clinical trials, ensuring that these are reviewed and updated as required.
- To safeguard the integrity of the trial by ensuring compliance with ICH GCP guidelines.
- To be involved with the running of several concurrent research studies.
- To disseminate research data by preparing and presenting posters or research papers for presentation at meetings, conferences and publication.
- Where appropriate, to establish nursing-related research projects with the agreement of the lead medical investigator and the Senior Nurse, Clinical Trials.
- To assist the senior research nurse in the research team with the development, monitoring and review of clinical and research policies and procedures.

Clinical Responsibility – patient care

- To provide advice and information to patients/volunteers with regard to their participation in clinical research in order to facilitate effective informed consent, ensuring the patient (or where appropriate the parent/ guardian or next of kin) fully understands the nature of the clinical trial, of voluntary entry to the clinical trial and freedom to withdraw at any time without prejudice to

treatment.

- To act as a support for patients and relatives throughout the trial, providing information as well as physical, spiritual and emotional support where necessary, and referring to other healthcare professionals where appropriate.

- To assist the medical team in the assessment of patients/volunteers and monitoring their condition throughout their participation in the clinical trial.

- To establish and maintain good working relationships with supporting clinical services.

- To monitor treatment toxicity and/or side effects and to take appropriate action to reduce the effects of treatment as necessary.

- To report and record any adverse events and serious adverse events that occur whilst the patient is being treated on a clinical trial.

- To work effectively as part of the multidisciplinary team and to contribute to the ongoing development of the clinical unit by acting as a role model for staff in areas related to clinical trials.

- To ensure the safe administration of all treatments and drugs that are given within the context of a clinical trial.

- To work within the NMC Code of Conduct and within your individual scope of professional conduct.

- To inform the principal investigator of any changes that would affect patient care or have implications on resources.

- To attend out-patients clinics, ward rounds and meetings as required in order to facilitate patient care and maintenance of trials.

Education and Development Responsibility – own as well as the development of others

- To keep up to date with relevant statutory developments for the management of clinical research ensuring timely and effective implementation of any required changes.

- To keep up to date with research or clinical developments relevant to the care of patients in the clinical area.

- To educate and update staff working in the clinical area or research team about current and forthcoming clinical trials, including treatment administration, potential side effects, and monitoring required.

- To participate in Trust wide education programmes, study days, courses, meetings, or conferences as identified in their Personal Development Plan and deemed appropriate for their professional development by their line manager.

- To participate in an annual appraisal process with their line manager.

- To contribute to the induction and orientation of new research nurses to the Trust.

- To take responsibility for developing and sustaining their own knowledge, clinical skills, and professional awareness in accordance with P.R.E.P in areas such as current advances in cancer treatments, research and nursing practice and to use this knowledge to maintain the highest standard of care for patients with cancer.

Management and Leadership Responsibility – including human resources, financial and other resources

- To assist with the training of junior research nurses in the research team and to act as a resource to ensure that they optimise their clinical research skills and potential.
- To work closely with the Senior Research Nurse, to ensure that best practice is achieved.
- To be aware of, and participate in, any relevant strategies and frameworks within The Royal Marsden NHS Foundation Trust to ensure that the practice and profession of nursing is taken forward for the benefit of the patient and their family.
- To promote a safe working environment.

Managing Resources

- Ensure that satisfactory systems are in place to maintain effective communication within your area and be responsible for ensuring that any Trust Communications Systems are utilised.
- Observe and comply with the Trust's policies and procedures for Health and Safety ensuring the environment in which you and your staff work is safe, clean, and tidy.
- Comply with standard infection control precautions to prevent or minimise the spread of micro-organisms and communicable diseases to patients, staff, and surrounding community.
- Observe and continually promote equal opportunities in compliance with the Trust's policies on Equality and Diversity and Dignity at Work.
- Manage finances in compliance with 'Standing Financial Instructions'.
- Ensure the benefits to patients are maximised through careful, economical, and appropriate use of NHS resources including equipment, property, money, time, etc.

Post Specific

- Have knowledge and understanding of Haemato-Oncology diseases and their treatment modalities.
- To be proficient in phlebotomy and intravenous cannulation
- To undertake pharmacokinetic and pharmacodynamic sampling as required and process the samples as per protocol and be prepared to undertake this sampling out of hours and at weekends as the protocol dictates.
- Be proficient in the use of the centrifuge in-order to process the above samples.
- Co-ordinate sample shipment for overseas destinations.
- Be proficient in intravenous drug administration in-order to administer the appropriate trial medication.
- Prepare protocols, information sheets, site files for principal investigator led academic /epidemiology studies and obtain the appropriate sampling as required.
- Attend trial initiation meetings.
- Contribute to telephone conferences for Phase 1 studies in-order to disseminate information regarding dose-limiting toxicities.

- Liaise with sponsor company medical directors and research associates, both nationally and internationally.
- Liaise with staff throughout the various departments of the hospital particularly Bud Flanagan wards and Bud Flanagan OPD.
- Attend research meetings.
- Conduct protocol delivery and feasibility review.

Clinical Governance

- It is the post holder's responsibility to ensure that they are fully aware of the location and content of all Trust policies and procedures and comply with these as relevant to the performance of their role. Trust employees have responsibility to ensure that all data collection performed either directly or by supervised staff is accurate and timely or is in accordance with any local procedures.
- To assist with any local or trust initiatives to ensure the continuous improvement of the quality of services and safeguarding of high standards of care.

3. General Data Protection Regulation

3.1 You will familiarise yourself with the Trust's data protection policy which sets out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's data protection policy at all times, and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Trust's Data Protection Officer.

4. Safeguarding and Wellbeing of Children and Vulnerable Adults

4.1 The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our workforce. All staff are expected to be aware of national, organisational and departmental policies and procedures on safeguarding and promotion of the wellbeing of children and vulnerable adults and should be able to communicate this to others.

5. Health and Safety

5.1 All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.

6. Customer Service Excellence

6.1 All staff are required to support the Trust's commitment to developing and delivering excellent customer-focused service by treating patients, their families, friends, carers and staff with professionalism, respect and dignity.

7. Emergency Planning

7.1 In accordance with the Trust's responsibilities under the Civil Contingencies Act 2004 all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of and for the duration of a significant internal incident, major incident or pandemic.

8 Equality and Diversity Policy

8.1 The Royal Marsden NHS Foundation Trust is committed to eliminating all forms of discrimination on the grounds of age, disability, gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex and sexual orientation.

9. No Smoking Policy

9.1 There is a no smoking policy at this Trust

10. Review of this job description

10.1 This job description is intended as an outline of the general areas of activity. It will be amended in the light of the changing needs of the organization

11. Employee Specification

Education/Qualifications	**Essential / Desirable**	**Assessed by**
NMC registration Post registration experience in a cancer care BSc/MSc or studying at relevant level Evidence of Continuing Professional Development	Essential	Application form /Interview
Recognized cancer nursing qualification Research methods education	Desirable	Application form
Experience		
Experience as a research nurse/senior staff nurse in oncology nursing Personal and leadership management experience	Essential	Application form /Interview
Experience as a research nurse/senior staff nurse working in a clinical research environment Previous experience in clinical specialty of haematology	Desirable	Application form
Skills/Abilities/Knowledge		
Excellent organisational and time management skills Excellent cross-disciplinary communication skills and ability to facilitate collaborative working relationships Able to work unsupervised Ability to work under pressure to meet service and patient priories Computer literate in Microsoft outlook, office, word, excel and PowerPoint	Essential	Application form /Interview
Other Requirements		
Ability to work on both sites of the trust as required Flexibility to meet the needs of the service (e.g. shift work)	Essential	Interview

The above attributes have been identified by management to be necessary for this post and will be used when short listing applicants for interview.