

**JOB TITLE**            **Senior Research Nurse Manager**

**JOB OVERVIEW**

- Provide professional Research nurse Leadership, Velindre University NHS Trust (VUNHST)
- Ensure high quality clinical management of the trials within the multidisciplinary Teams.
- Provide Senior Research Nurse representation on Local and National committees & workshops.

**Main Duties of the Job**

- Manage the clinical registered and clinical non-registered staff responsible for the delivery of research trials and other high-quality research.
- Support the Division's contribution to the Trust's strategies, agenda and national plan within the appropriate governance frameworks of the Trust.
- Be responsible for contributing to and the delivery of the Trust's Nursing Strategy objectives within the R&D service.

**Responsible to**

**Reporting:** Head of Research & Development

**Accountable:** Head of Research & Development

**Professionally:** Head of Nursing, Quality, Patient Experience and Integrated Care

**Main Responsibilities**

**Key responsibilities**

- Be responsible for workforce planning and optimising service provision for cancer research delivery that aligns to:
  - The Velindre Futures Overarching Cancer R&D Ambitions,
  - The Velindre University NHS Trust's strategic ambitions,
  - The Cancer Research Strategy for Wales ambitions,
  - The operational implementation of the Nuffield recommendations for R&D that will enhance research opportunities for cancer patients across South East Wales and beyond, and
  - The Health and Care Research Wales strategic ambitions for research.
- Clearly communicate, promote, and manage the operational clinical research teams ensuring delivery of high quality research and safe patient management of trial participants.

- Ensure clinical staff engagement and full involvement in all aspects of development of "Velindre@" research facilities at South East Wales University Health Boards
- Directs the planning and allocation of clinical registered and clinical non-registered staff capacity and support associated with "Velindre@" with South East Wales University Health Boards
- Under the direction of the Head of R&D, work with the Research Delivery Manager to operationally deliver the key cancer R&D directives of the Trust's RD&I Senior Management Business Team, the Trust's Professor of Nursing and Interdisciplinary Research, the Velindre Futures Cancer R&D Implementation Team and in collaboration with South East Wales University Health Board's R&D Teams, as appropriate.
- Work to ensure the delivery of the emerging Trust's Nursing Strategy, the Trust's key nursing objectives and professional standards under the authority of the Executive Director of Nursing, AHPs and Health Science and the Head of Nursing, Quality, Patient Experience and Integrated Care.

### **Communication**

- The post holder is required to maintain effective communication and collaborative working relationships at a senior level with number of key research community stakeholders within Trust, across South East Wales and the UK, including widespread communications with pharmaceutical companies, NHS organisations and researchers, patients, the public and other national research organisations, ensuring communication of regular, timely and appropriate research nursing advice
- Ensures excellent communication and interpersonal skills to build working relationships with clinical counterparts in the SEW region.
- Raise awareness and understanding of clinical research and its impact as core NHS business.
- Provides, receives and interprets clinical and research information, often involving sensitive, contentious and ethical aspects that require excellent communication skills and diplomacy.
- Responsible for clinical R&D communication within the R&D service and other appropriate clinical areas of VCC. This will include preparation, circulation and delivery of presentations and reports detailing the work of the Trust's research initiatives and activity.
- Promotes the work of the R&D service and disseminate publications and information, to health professionals, outside agencies, government bodies, public and patients, contributing to web-based systems to promote the work of the R&D service to health professionals, patients, carers, relatives and the public.
- Responsible for promoting the VCC R&D ambitions to a wide range of clinical and health professionals and responsible for wider staff engagement both within the organisation and with external stakeholders.
- Manages competing clinical priorities of key stakeholders to ensure excellent external and internal relationships are forged and maintained to maximise the R&D opportunities within VCC and across the research delivery teams of stakeholder SEW UHBs and cancer research regional delivery networks.
- Produces and presents complex reports as required to Velindre Cancer Centre and other key stakeholders ensuring contribution to the development of the Trust's R&D quarterly report and annual plans.

## **Leadership**

- Utilising previous experience of working at a clinical managerial level in a research health setting, be proactive in organisational development and day to day line management of clinical research staff.
- Works closely with the Head of R&D, the Trust's RD&I Senior Management Business Team, the Head of Nursing, Quality, Patient Experience and Integrated Care and other VCC R&D staff to develop clinical research support services which are efficient and effective.
- Working with Site Specific Teams and Research Nurse Team Leads providing advice and support to develop a balanced portfolio of cancer research studies helping to achieve a balance between academic and commercial studies.
- Oversee and maintain an induction programme for new clinical research staff.
- Promote the Trust's Nursing Strategy and the role of nursing research within the Trust and support others to develop relevant studies.
- Identify and take forward the specific contribution nursing can make to the development of research delivery and outcomes, seeking opportunities to engage with Health and Care Research Wales on relevant national initiatives and work programmes .
- Provide professional leadership for clinical research staff, providing representation to Trust wide committees as appropriate relating to research nurses and operational management.
- Provide clinical leadership for the continuous professional development of the nursing staff, assessing training needs and implement education/training programmes relevant to research practice, this includes supporting systems for revalidation and performance management. This should be in line with the Trust's Research and Nursing strategies and collaboration with the Health and Care Research Wales Training and Development team and VUNHSTs training teams.
- Provide clear clinical leadership and management support for the nursing and clinical team, ensuring this maintains professional accountability and meets professional standards and corporate requirements.
- Ensure that nurses/midwives understand and deliver their obligations of duty of care under their Professional Code, Nurse Staffing Act Wales 2016, Health Act (2006), Human Rights Act (2006), and Children Act (1998)
- Provide advice on training, appraisal and professional development for clinical research staff and be involved in such training, objective setting and appraisal where appropriate.
- Develop and facilitate relevant educational events and access to Health & Care Research Wales's training events, to ensure clinical research staff receive appropriate training with regard to clinical research and legislation.
- As a lead practitioner provides research nursing advice and updates to the Senior RD&I team
- The post holder will contribute with others to long term strategic plans for the Velindre Cancer Centre in relation to cancer R&D
- Engages in horizon scanning the current and emerging cancer research portfolio, drawing upon specialist research nurse knowledge, to ensure the right portfolio fit within VCC and with UHB partners which enable better patient access to research.

## **Service Management**

- Provides line management of research nurse Team Leads and other clinical staff assessing clinical registered and clinical non-registered

staffing requirements for the development and continuing success of the R&D delivery teams, contributing to planning of new team development having reviewed and analysed service needs and developed solutions to meet the requirements, drawing on experience and expertise for professional nursing delivery and performance measures.

- Develops and manages a delivery team in a way which enables a flexible and adaptable approach in response to emerging research developments and associated cancer research portfolio.
- Fosters a culture of research within VCC, building organisational relationships within South East Wales's cancer clinical research teams and pharmaceutical organisations.
- Provides clinical leadership that ensures the delivery of the priorities and research approach across South East Wales for cancer research, facilitating the integration of clinical research teams at the Trust and with UHB partners.
- Manages and advises on research nurses' capacity in VCC for R&D.
- As appropriate works with other departments to manage the impact of research on services.
- Champions the involvement of service users in cancer research, ensuring research engagement with patients and the public.
- Ability to analyse specific clinical research problems in Trial delivery e.g., patient management, delivery of protocol and difficulties in recruitment. planning and implementing solution.
- Work with departments and teams to identify and find ways of overcoming barriers to research activity and increasing participation in research.
- Maintains an understanding of current legislation regarding patient participation in research including Good Clinical Practice, Research Governance and Data Protection. To devise and monitor operational performance management measures for clinical teams.
- Assists in assessing new opportunities that impact/improve research development and delivery.
- Utilises audit/research evidence on a constant basis to inform organisational change programmes related to clinical teams.
- Works within confines of Trust research and nursing policies, to direct the clinical aspects of service delivery advising the senior research leadership teams of emerging opportunities from a nursing or research perspective, leading the negotiation process on behalf of the Trust as appropriate.
- Assimilates and summarises complex documents, compares facts and analyses situational data from a range of sources, develops options and assess risks and opportunities to the organisation and facilitate consensus building and decision making.
- Drives innovation in operational research delivery to support the changing nature of trial design and new emerging cancer treatments.

### **Service Improvement**

- Works according to the code of the NMC Code of Professional Conduct and relevant professional standards and guidelines.
- Maintains an awareness of current advances in clinical trials, research and nursing practice and use this knowledge to maintain high standards of patient care.
- Ensures alignment of workforce models and research portfolios within VCC and stakeholder SEW UHBs, conducting scoping exercises as

required.

- Ability to communicate strategic ambitions and priorities to clinical research teams.
- Promotes communication of R&D achievements and opportunities to multi- professional researchers internally across the Trust and externally to patients, public and partners.
- As required works with communication experts to contribute the R&D website.
- Advises the Trust on research nurse issues and where appropriate make recommendations for the Trust's research work programme as appropriate.
- Engages with patients and their families in order to establish their views on the service associated with research.

### **Financial and Resources**

- Have knowledge of expected commercial financial targets for organisational sustainability and growth, communicating such targets across the clinical research workforce.
- Be responsible for the budgets delegated to the post.

### **Personal and People Development and people Management**

- Leads research and HCSW teams with responsibility for recruitment and selection processes related to research nurse and HCSW workforce.
- Ensures research nurse and other health care professional's staff engagement with R&D ambitions and opportunities.
- Encourages teamwork that improves research communication, engagement understanding leading to best research collaborations.
- Act as a role model motivating and inspiring clinical registered and clinical non-registered staff to broaden their skills, knowledge, and experience in the interests of succession planning.
- Leads by example by adopting a positive attitude towards cancer research nurse professionals across SEW UHBs valuing their research delivery, as well as service users and colleagues.
- Looks for continuous improvements in clinical teams, people, process, and practice, maintaining own continuous professional development.
- Creates, enhances, and maintains good working relationships internally, nationally and with key stakeholder organisations.
- Supports all researchers and potential researchers by providing clinical advice, information and training on the processes involved in undertaking R&D.

### **Information Processing**

- The post holder will be expected to research, analyse, and interpret performance metrics, translating these into clinically meaningful indicators of system performance, change and reporting.
- Involved in the cancer R&D performance and activity data benchmarking with other UK Cancer Centres

- Utilises appropriate software to develop and maintain effective information systems relating to research nursing teams.
- Takes responsibility for updating information relating to research nurse activity to inform decision making and performance review.
- Responsible for inputting information and maintaining one or more information systems e.g. electronic Case Report Forms (CRFs) and management systems/databases where applicable and also into patient written records. Contribute to the preparation and clinical interpretation of data/information required for internal performance reports, as required. Comply with the Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical records and ensure all staff comply with the policy.

### **Quality**

- Working with Site Specific Teams develops and implements strategies and systems for best trial patient management and patient pathways in clinical trials.
- Maintains working knowledge of current legislation regarding participation in research including Good Clinical Practice, Research Management and Governance, Data Protection Act, the Human Tissue Act and Welsh Government RD&I policies.
- Maintains an up-to-date knowledge of new UK and national policies relating to cancer care and research as well as key stakeholders research strategies disseminating this knowledge across Velindre Cancer
- Analyses, identifies, and develops effective responses to performance data relating to research nursing teams and HCSW teams.

### **Effort and Environmental**

- Shows resilience when analysing highly complex scientific and technical data and in the production of complex reports.
- Leads, participates, and where required, facilitates research nurse and clinical meetings which requires level of concentration on a range of topics, engaging with a variety of audiences.

### **Clinical Skills**

- Direct impact on patient/client care in cancer clinical trials as the post holder will have responsibility for setting research nurse standards to ensure the quality of information that patients receive.
- Embeds patient and public involvement within the VCC research, providing appropriate mentorship to the patient and public representatives.
- Works in close liaison with academics, researchers, research staff and other NHS teams on a daily basis to facilitate the safe delivery of research to UK standards.
- Manage, coordinate and undertake research study visits, as appropriate, including off site visits whilst adhering to the Trust's lone worker policy.

### **KEY RELATIONSHIPS**

- VUNHST's Head of Research & Development

- VUNSHT's Research Delivery Manager
- VUNHST's Research Business Manager
- VCC's Head of Nursing, Quality, Patient Experience and Integrated Care
- VCC R&D Cancer Strategy Lead
- VCC Professor of Nursing and Interdisciplinary Research
- VUNHST Executive Medical Director
- Associate Medical Director for RD&I
- VCC Directorate Leads
- Velindre Cancer Centre Senior Management Team
- SEW University Health Board Research Teams
- VUNHST's Senior Professional Nursing Forum

Qualifications and Knowledge	Experience
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Educated to master's level, undertaking or willing to undertake a MSc.</li> <li>• Nursing degree first level registration and Current nursing registration</li> <li>• Substantial Oncology Experience including experience in undertaking, coordinating, and managing clinical research.</li> <li>• Knowledge of cancer research cancer services in NHS organisations</li> <li>• Understanding of cancer medical and research terminology and concepts.</li> <li>• Specific domain/theoretical/practical knowledge relevant to cancer research.</li> <li>• Capable of leading and initiating change.</li> </ul> <p><b>Desirable</b> (for use in shortlisting)</p> <ul style="list-style-type: none"> <li>• MSc that has included an empirical dissertation.</li> <li>• Management qualification or significant relevant experience</li> <li>• Able to sustain good working relationships with other research, academic and health professionals.</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Significant management experience in an NHS senior role including staff management.</li> <li>• Extensive experience in research management within the NHS/Healthcare setting.</li> <li>• Expertise in innovating, designing, and delivering change management and continuous improvement services.</li> <li>• Experience of partnership building between organisations</li> <li>• Proven and significant leadership experience including experience of leadership in organisational change.</li> <li>• Project management qualification or significant experience in managing complex and large projects/programmes.</li> <li>• Experience of managing research teams and motivating and inspiring staff to work together to achieve a common objective.</li> <li>• Strong understanding of Research Governance and the legislative framework</li> <li>• Understanding of the NHS clinical environment</li> <li>• Flexible approach to working including problem solving skills, management of change and a desire to develop knowledge.</li> <li>• Highly specialised knowledge of current national systems and structures for the funding and support of clinical research in the NHS</li> </ul> <p><b>Desirable</b></p>

	<ul style="list-style-type: none"> <li>• Experience of conducting own research</li> <li>• Experience of working in an academic setting understanding the drivers associated with academic research.</li> <li>• Understanding of the national cancer research landscape and key research organisations</li> <li>• Experience of preparing reports/information for presentation to Clinicians, Senior NHS Staff and Welsh Government.</li> </ul>
<b>Skills and Attributes</b>	<b>Other</b>
<b>Essential</b> <ul style="list-style-type: none"> <li>• Demonstrates ability to work effectively as part of a multi professional organisational team.</li> <li>• Ability to work on own workload with minimal supervision working to tight and often changing timescales and able to prioritise own workload.</li> <li>• Be diplomatic, assertive, and articulate with highly developed interpersonal communication and presentation skills.</li> <li>• Be innovative adaptable and responsive to change.</li> <li>• Excellent interpersonal and leadership skills</li> <li>• Excellent organisational / administrative skills</li> <li>• Excellent written and communication skills</li> <li>• Able to prioritise and manage time effectively and deliver results on time, meeting strict deadlines.</li> <li>• Computer literacy (including all MS packages &amp; internet skills)</li> </ul>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Desirable (but not essential): Welsh Speaker (Level 1) or willingness to work towards</li> <li>• Able to meet the frequent travel needs of the post, within a geographical area.</li> <li>• The post holder will be required to travel to any location as required by the organisation which may be remote and distant and may mean occasional overnight stays away from home.</li> <li>• Able to work hours flexibly, including shift work as required for the needs of the service.</li> <li>• Ability to contribute to an on-call rota, as required.</li> <li>• Commitment to ongoing learning and staff development</li> </ul>