Manchester University
NHS Foundation Trust

JOB DESCRIPTION

POST: Clinical Research Practitioner

DEPARTMENT: Oncology Research Team

GRADE: Band 4

HOURS: 37.5

RESPONSIBLE TO: Nurse Manager

LIAISES WITH: Assistant Chief Nurse R&I, Head of Nursing & Midwifery R&I, Lead Research Nurse and Midwifery Manager R&I, Matrons R&I, Clinical research Nurses/ Midwives, Consultants, R&I Management team, Hospital Research & Innovation Managers, Clinical Trials Managers, Clinical Trials Assistant, Clinical Research Practitioners, Principal Investigators, General Practitioners, Manchester Clinical Research Facilities at ORC and Wythenshawe,

RESPONSIBLE FOR: Research delivery in the Oncology Research Team

WORKBASE: The Nightingale Centre, Wythenshawe Hospital

JOB PURPOSE

The post holder will be a key member of the clinical research team providing research support and its associated clinical care for participants and patients enrolling in a variety of research studies and projects.
The post holder will work across Research & Innovation, as the service needs to support research studies across MFT dictates.
The post holder will be involved in providing ongoing support to the research team. They will ensure data collection is to its highest standards, facilitating the production of good quality research with a commitment to the patient's safety and wellbeing.
The post holder will be expected to participate fully in their personal development and review process in order to achieve the knowledge and skills as identified in the competency framework and competences outlined for this post.

MAIN DUTIES & RESPONSIBILITIES

Research:

- Assist with programmes for recruitment, enrolment, screening and retention of research participants in accordance with the protocol and ICH-Good Clinical Practice (GCP) guidelines and the Research Governance Framework
- Assist the team in the implementation of protocols in accordance with research parameters as set out by the Chief and Principal Investigators
- Following training and competency assessment – obtain informed consent from participants for qualitative or non CTIMP trials as deemed appropriate and as delegated to do

- Contribute to appropriate data collection for participant data and to monitor data in accordance with the research protocol and standard operating procedures
- Ensure all data is completed within a timely manner
- Assist with the development of new databases/ spread sheets to monitor participant progress
- Support the wider research team when liaising with sponsor sites regarding data queries and for checking/ resolving data queries
- Assist with and maintain participant follow up in the form of telephone/ face to face contact for data collection ensuring study visit timescales are adhered to
- Take appropriate action in the event of both adverse events and serious adverse events within the required time frame under the guidance of a clinical research nurse/ midwife or principal investigator
- Assist the study management team to ensure each study has well maintained site file
- Record and assist with the entry of recruitment figures using RPEAK and provide the necessary information for the NIHR database
- Demonstrate excellent communication skills throughout the research process by communication with face-to-face meetings and telephone discussions
- Support the research team in preparing for monitoring visits

Clinical:

- Maintain compassion, empathy, dignity, comfort and sensitively to participants and their relatives at all times
- Develop area specific knowledge in order to enhance practice
- Identify and recruit participants into clinical trials, assisting in the management, coordination and facilitation of the concurrent trials ensuring recruitment targets are met.
- Following training and competency assessment completion assist in the monitoring and recording of participant's vital signs (blood pressure, pulse, temperature, respirations, and oxygen saturations) as indicated in the protocol and delegated to do. Report any abnormal results to the clinical research nurse/ midwife or principal investigator
- Following training and competency assessment completion measure and record a participant's height and weight as indicated in the protocol and as delegated to do.
- Following training and competency assessment completion perform venepuncture as indicated in the protocol and as delegated to do so
- Following training and competency assessment completion undertake clinical tasks relevant to the specific clinical area and research being conducted , for example urinalysis, screening swabs, ECG recording
- Assist the clinical research nursing/ midwife and research medical staff with various clinical procedures when trained, competency assessed and as delegated to do
- Direct or escort participants between departments
- Collect participant medication for pharmacy, if appropriate
- Clean equipment after use in line with IPC guidance and informing the clinical research nurse/midwife when repairs are needed

Administration/ clerical:

- Answer the telephone, direct enquiries to the most suitable team member and take messages passing them on in a timely manner
- Provide clerical support, including faxing, photocopying, scanning and filing
- Ensure coordination and collection of participant medical notes as required for screening, monitoring and audit
- Transfer laboratory specimens to the relevant laboratories using appropriate equipment

- Assist in maintaining electronic databases and paper records, to ensure that patients schedules to have follow up visits are not overlooked and have fulfilled all study assessments according to the protocol
- Assist in ensuring all documentation is filed in a timely manner and ready for inspection
- Assist with inspections as required
- Arrange couriers/post for clinical research samples
- Support the research team with general tasks as required
- Possess IT skills – Word, PowerPoint and familiar with email correspondence
- Data entry
- Ability to use electronic patient record systems i.e. HIVE/ EPIC, including research study databases
- Prepare letters for patients, ensuring these are sent out in a timely manner as required
- Comply with the Data Protection Act, GPDR legislation and Caldicott Guidelines in relation to confidential data

Leadership & Management:

- Act as an advocate for staff, participants and their relatives at all times
- Act as a 'buddy' to colleagues
- Keep abreast of innovations and developments in research governance, ethics and other regulatory and legal guidelines governing clinical research
- Assist with the induction of new staff members

Education & Development:

- To undertake annual mandatory training in accordance with Trust policy
- To continuously work to develop skills and knowledge utilising the competency framework
- Attend investigation meetings and site initiation visits to ensure an in-depth knowledge of all study protocols
- Maintain own training records
- Attend study specific training as required and complete al necessary competency assessment documentation
- Attend team meetings contributing to the development of the team and Research & Innovation
- Be familiar and adhere to the Research & Innovation and Trust wide research and clinical standard operating procedures

WORKING PATTERNS

Staff will be required to work a variety of shifts, including weekends, throughout the 24 hour period if appropriate to the post and it is a condition of your employment that you work such additional or different hours (including working shifts) as may be deemed necessary to perform your role satisfactorily to meet the needs of the Trust.

INFECTION PREVENTION AND CONTROL

It is the requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection control manual. The post Holder is also responsible for ensuring that they and all their staff attends mandatory training, including infection prevention and 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. All employees of the Trust have a statutory duty of care for their own personal safety and

that of others who may be affected by their acts or missions. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate. The Trust's Health and Safety Policies outline your responsibilities regarding Health and Safety at work.

RISK MANAGEMENT

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and 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 be aware of their individual responsibilities and to report any concerns to the identified person within your department or area of responsibility.

CONFIDENTIALITY AND SECURITY

The post holder is required to maintain confidentiality at all times in all aspects of their work. All employees must maintain confidentiality and abide by the Data Protection Act and GPDR legislation

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.

ORGANISATIONAL CHART

Please click below to insert the organisational chart/structure as a text, or upload the organisational structure below the text box.

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