Research Practitioner
Job Description & Person Specification

A summary of the role responsibilities and person specification

University Hospitals Bristol and Weston NHS Foundation Trust

Why Our Trust?

Terms and conditions

Post – Research Practitioner

Division – Women's and Children's

Band – 4

Salary - £25,147 - £27,596

Location – Women's and Children's Research Unit

Hours of work – Part Time (30 hours/week) 0.8WTE

Contract length – 2 years

Annual leave – Up to 33 days dependant on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: www.nhsbsa.nhs.uk/pensions.

Job Purpose

The post holder will be a flexible, motivated team player and will have a keen interest in pursuing a wider knowledge and understanding of clinical research. The role will involve designated aspects of research study delivery and management. The post holder will be expected to work closely with all members of the W&C Research Unit and multidisciplinary teams within Bristol Royal Hospital for Children, UHBW and across our region where applicable for the service. The work requires initiative, accuracy and attention to detail. You will be in contact with a broad range of professionals, patients, families and research sponsors. You will be expected to represent the department and the Trust well at all times. All work will be carried out in accordance to the EU Directive, ICH-GCP, Research Governance and local Standard Operating Procedures and Policies. This role is situated within the Women's and Children's Research Unit, primarily focused on the clinical specialities of Paediatric Haematology, Oncology and Bone Marrow Transplant (HOB).

About us

Our mission is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

What you'll love about working here

UHBW has been rated by the CQC as 'Good' - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

A digital exemplar- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

Sustainable healthcare - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

Access to further opportunities with the Trust - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

We are supportive respectful innovative collaborative. We are UHBW.

LOVE LIFE, LOVE BRISTOL & WESTON

MINDFUL EMPLOYER

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PROUDLY SUPPORTING THOSE WHO SERVE.

disability confident EMPLOYER

Inspected and rated Good CareQuality Commission

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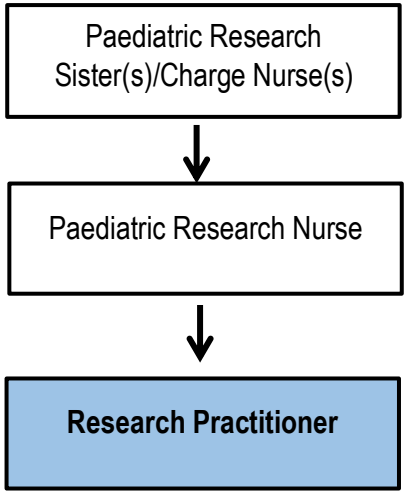
Main Duties and Responsibilities

- To approach eligible patients and their families to take part in non-investigational medicinal research studies.
- To provide study specific information to patients and their families, offering them the opportunity to take part in research.
- Receive informed consent/assent from patients and/or their families, for designated studies, as per SOP. Due to the nature of clinical research these studies will change over time, and therefore the post holder will be informed of these designated studies by the Paediatric Research Sisters or Trial Coordinator.
- Follow relevant protocols, laboratory manuals and SOPs for biological sample collection. Ensure correct equipment and documentation used.
- Ensure the coordination of high-quality biological sample collection from patients as required for the studies.
- Coordinate the dispatch of biological samples to the relevant laboratories as per the study requirements.
- Responsible for ensuring that biological samples are taken at the correct timepoints as documented in the study protocol.
- To communicate effectively and work closely with members of the research team.
- To support members of the research nursing team with patient study visits as required.
- Have a basic understanding of medical terminology.
- Undertake appropriate training necessary for the role to be able to deliver clinical research activity, including the processing, storing and transportation of biological samples.
- Basic prioritising of own workload, independently carrying out research visits delegated to the postholder, notifying the relevant senior member of staff of any changes or concerns.
- To provide data from studies as requested to assist in the preparation of reports.
- To be involved in supporting the training of others as appropriate to role, e.g.HCSW and student nurses.
- Possess computer skills for producing reports, spreadsheets and correspondence. Must have working knowledge of Microsoft office and related packages.
- Accurately record patient activity in order to provide reports as requested by line manager for tracking incoming and outgoing payments.
- Obtain biological sample kits, documents and courier information.

Organisational Structure



Key Relationships

Women's and Children's Research Unit (Leadership team, Research Nurses, Coordinators); Support Departments; Multi-disciplinary teams; Study Sponsors and Clinical Trials Teams; Patients and their families.

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- Liaise with the wider multi-disciplinary team to identify patients, coordinate biological sample collection, and to ensure the smooth running of studies.
- Liaise with patients and their families to arrange research visits.
- Prepare and collate relevant documentation and equipment for study visits including case report forms, questionnaires, biological sample collection equipment etc.
- Record and track each patient activity and transcribe trial information from source data into paper and electronic case report forms and relevant databases ensuring accuracy and completeness.
- Promptly respond to and return requests for data.
- Ensure accurate and safe filing/storage of study documentation and biological samples in accordance with regulations.
- Clean and maintain equipment. Maintain sufficient stocks of documentation and equipment required for research studies.
- Assists patients during incidental contacts and provides non-clinical advice and/or information to patients, and carers or relatives.
- Ensure the correct documentation, labelling, storage, processing and packaging of biological samples.
- Assist in prompt resolution of data queries.
- To appropriately deal with all enquiries in a responsive and professional manner to ensure a positive image at all times.
- The post holder should be aware that they will be exposed to case notes of terminally ill and deceased patients and that notes may include safeguarding issues.

General

- Attend weekly meetings as part of the research team and others and be willing to travel to external meetings and training events for the launch of new trials and training courses.
- Facilitate the secure storage of study documentation in accordance with ICH GCP and Research Governance.
- General clerical and office management duties.
- Operate on own initiative, prioritise own work, accountable for own actions, work is managed rather than supervised.

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Personal Profile - (E) = Essential (D) = Desirable

Knowledge and Experience

- Proven ability to use Microsoft Office and related packages, including databases, spreadsheets (E)
- Basic understanding of medical terminology (E)
- Experience of working with confidential and sensitive personal information (E)
- Experience of working with biological samples (D)

Skills and Abilities

- Accuracy and meticulous attention to detail (E)
- Ability to prioritise, ensuring effective and efficient workload completion (E)
- Ability to work calmly and effectively under pressure (E)
- Evidence of the ability to communicate effectively (E)
- Ability to be proactive at solving problems and troubleshooting (E)
- Excellent organisation skills (E)

Aptitudes

- Ability to work flexibly according to role need (E)
- Interest in and enthusiasm for clinical research within healthcare (E)
- Evidence of good teamwork skills (E)

Qualifications and Training

- NVQ3 or 2 A levels plus demonstrable experience of working within a healthcare setting. (E)
- Up to date training in ICH GCP/research governance (D)

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Continuous Improvement

Patient First is a long-term, tried and tested, approach to improvement that will fundamentally change the way we do things at UHBW.

It will help us deliver our Trust strategy and achieve our mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day. It will see us move from trying to do too many things to working together on fewer goals and doing them well - with the patient at the heart of everything we do. Patient First will help us to live our values. No matter what your role, whether you are clinical or non-clinical, you are best placed to know where improvement needs to happen, and you will be encouraged and supported and given the tools you need to do this. You will receive training, coaching and support to undertake improvements no matter how small or large they are, and you will be empowered to resolve problems and issues at a local level.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.