Medical Research Nurse
Job Description & Person Specification –
A summary of the role responsibilities and person specification

NHS
University Hospitals Bristol and Weston
NHS Foundation Trust

Why Our Trust?

Terms and conditions

Post – Research Nurse

Division – Medicine

Department – Medical Research Unit

Band – 5 Salary – £28,407- £34,581

Location – Bristol Royal Infirmary, B501

Hours of work – Full Time (37.5h/w)

Contract length – 12 months fixed term

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 Research Nurse is expected to support the safe conduct of research in accordance to the regulatory and legal frameworks related to the planning, undertaking and closure of clinical research studies. Working as part of the research team they will be accountable for the assessment, planning, organisation and on-going care of research participants according to the study protocol.

Research Team or Study Specific Details

The Medical Research Team works across all medical specialities to support a wide range of both commercial and non-commercial clinical trials, supporting patients and staff to take part in valuable research. The team work collaborative with all medical specialities and the post holder will have the opportunity to learn from a vast wealth of experience. The successful candidate will have excellent opportunity for self-development.

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. The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly because of a characteristic protected by the Equality Act 2010.

We are supportive respectful innovative collaborative. We are UHBW.

LOVE LIFE, LOVE BRISTOL & WESTON

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Main Duties and Responsibilities

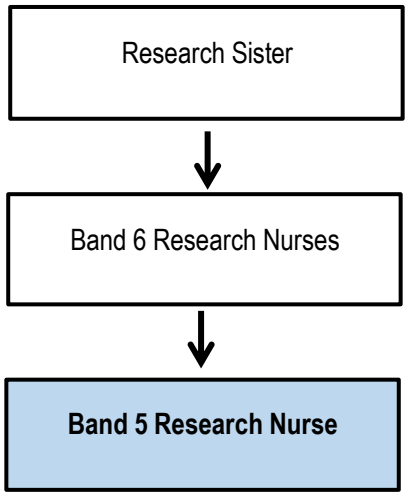
Study Set Up

- Assist in ensuring all elements of set up are completed in accordance with UK and EU legal requirements, Trust policies and ICH-GCP or IS0 14155, as appropriate
- Assist in preparing submissions for regulatory and trust approval
- Develop knowledge and understanding of research design and methodology
- Be familiar with study protocols and their safety, regulatory and logistical issues
- Contribute to the set-up of research studies within the team; assist in the feasibility process
- Support study set up through liaising with colleagues from around the trust (support departments, finance etc) and within the University of Bristol (academic trials)

Study Conduct

- Ensure that all study protocols, research governance and good clinical practice guidelines are adhered to at all times.
- Assist in the selection and recruitment of participants in compliance with study inclusion / exclusion criteria
- Comply with the informed consent process as detailed in the study protocol
- For studies which are not Clinical Trials of Investigational Medicinal Products (CTIMPS) take consent in line with study protocol
- Coordinate arrangements for patients participating in clinical trials according to study protocols.
- Complete participant assessments and undertake clinical tasks and sampling procedures as required by the protocol and where deemed competent to do so. This will include (but is not limited to) vital signs, 12 lead ECG, height and weight, venepuncture and other sample collections.
- Under the supervision of a senior research nurse, lead on the delivery of straightforward questionnaire or genetic sample type studies.
- Deliver care for the patient in line with the study protocol
- Undertake accurate, consistent abstraction of confidential, detailed data from medical records
- Adhere to processes and procedures for ensuring participant confidentiality in compliance

Organisational Structure



Key Relationships

Research & Development
Research core team
Divisional research units
Clinical teams
Trust wide
NIHR Network

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with the Data Protection Act, GDPR and Caldicott regulations
- Report all Adverse Events and Serious Adverse Events in line with ICH-GCP, ISO 14155 and UHBW Adverse Events Reporting policy
- Use approved versions of all study documentation
- Raise concerns about the conduct of the study, protocol deviations or the informed consent process with senior members of the research team
- Support the auditing and monitoring of research studies. Implement relevant action plans to change practice when required
- To attend and participate in study meetings, seminars and conferences where appropriate.

Study End

- Resolve data clarification issues
- Support the archiving of study related documentation in line with the Trial Agreement and ICH-GCP / Medicines for Human Use (Clinical Trials) Regulations/ISO 14155 as appropriate.
- Where appropriate, ensure a smooth transition from the research pathway back to the conventional treatment pathway

Care Management

- Comply with trust policies and guidelines
- Follow local standard operating procedures
- Maintain standards of practice in accordance with the legal rules and statutory regulations set out by the NMC or appropriate professional body
- Work effectively and cohesively with members of the research team, utilising the relevant clinical skills, to deliver studies to time and target
- Develop an approach to patients focussed on care and compassion, ensuring courtesy and respect at all times
- Develop clinical reasoning skills, ensuring that deterioration in a patient's condition is communicated to other members of the research team and acted upon in a timely manner

Research Management

- Operate within the financial constraints of the funding available for the research studies; alerting senior members of the research team of any potential escalation of costs associated with the research study
- Respond to change in line with the needs of service provision,
- Maintain a safe environment, for patients, staff and visitors, complying with the UHBW current policies and procedures, and any statutory requirements, including all Health and Safety and Clinical Governance arrangements
- Ensure that all record keeping is appropriate, timely and clearly understood for the purpose of patient care, safety and data integrity
- Work with senior research nurses to develop own research and management skills

Education

- Be aware of your own role limitations, identifying own learning needs and proactively seek educational and training opportunities to fulfil them
- Develop skills in accordance with the UHBW Competency Framework for research delivery staff appropriate to the Band 5 role

Strategic Role

- Be a champion of clinical research
- Support the embedding of clinical research within the division
- Foster good relationships with clinical colleagues / support departments / Institutes and partners to promote the efficient running of research studies
- Contribute to the development and updating of research policies and procedures within the te
- Support the dissemination of the results of research into clinical practice

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

Knowledge and Experience

- Broad knowledge and experience of clinical practice within an acute hospital environment (E)
- Interest in clinical research (E)
- Research / Audit experience (D)
- Excellent knowledge of Microsoft Office applications and willingness to develop technological computer skills further (E)
- Knowledge of Data Protection Act 1984 and Caldicott principles (E)
- Good understanding of the use of medical terminology (E)

Skills and Abilities

- Good interpersonal and communication skills (E)
- Demonstrated ability to work within a multi-disciplinary team and use own initiative (E)
- Evidence of good management and organisational skills (E)
- Demonstrated ability to manage resources effectively (E)
- Good report writing, a focus on accuracy and meticulous attention to detail (E)
- Ability to prioritise to ensure effective and efficient workload completion (E)
- Experienced in venepuncture (D)

Aptitudes

- Personal insight and awareness with ability to recognise own limits (E)
- Ability to work flexibly according to role need (E)
- Enthusiasm for and desire to embed research within clinical practice (E)
- Personal focus on the 6 Cs: Care, Compassion, Courage, Commitment, Competence & Communication (E)

Qualifications and Training

- Undergraduate degree in Nursing, Science or Health related discipline (D)
- Evidence of continuing professional development (E)
- Good Clinical Practice (GCP) training (D)
- Registered General Nurse (RGN) (E)

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Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.
Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

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 Wellbeing Framework encourages all colleagues to look after their own wellbeing as well as supporting the wellbeing of colleagues. Line managers will oversee the wellbeing of their team, making wellbeing a priority when considering ways of working and will undertake regular health and wellbeing conversations that are supportive, coaching-style one-to-one discussions focused on building team resilience. To assist this, the Trust offers comprehensive wellbeing provision for employees, students, volunteers and managers.

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.