Berkshire Healthcare
NHS Foundation Trust

JOB DESCRIPTION

POST TITLE: Clinical Research Practitioner/Research Nurse

BASE: Research and Development Department, Berkshire Healthcare NHS Foundation Trust, The Berkshire Memory and Cognition Research Centre, Harry Pitt Building, Earley Gate, University of Reading, RG6 7BE

BAND: **5**

LINE MANAGER: Senior Clinical Research Practitioner / Senior Research Nurse

PROFESSIONAL ACCOUNTABILITY: Lead Research Nurse

OUR VISION AND VALUES

Our **vision** is to **be a great place to get care, a great place to give care**.

Our values are:

- **Caring** for and about you is our top priority
- **Committed** to providing good quality, safe services
- working **Together** with you to develop innovative solutions

JOB SUMMARY

You will be a member of the Berkshire Healthcare NHS Foundation Trust Research and Development team. You will be trained to support a wide variety of research studies and, working in conjunction with the research and development team, will co-ordinate and facilitate day to day activities for concurrent research studies.

The role requires excellent organisational skills and meticulous approach to work. Main duties include the implementation of research protocols, identification, recruitment, and support of patients through the research process as well as providing research support as necessary to study teams and clinicians.

The role involves collecting accurate data, collection of tissue or other biological samples, carrying out clinical assessments, document generation and control, and ensuring research is conducted in compliance with Good Clinical Practice (GCP), current legislation and research governance standards. Flexibility between Mental Health, Dementia and Community based Portfolio studies is required.

Additionally, you will actively promote research and the work of the NIHR amongst clinicians, service users and the wider NHS. You will work with the research team to drive clinical research delivery performance within the Trust and help the Trust to achieve research targets.

You will support research across the whole of Berkshire and travel is therefore an integral part of the job.

In preparation for your interview, you may feel that you would like to learn more about the National Institute for Health and Care Research and clinical research you may want to look at the following:

- Transforming lives through Research
- Research awareness for NHS staff
- Embedding a research culture | NIHR

If you feel you want to know more the following online courses are also open for anyone to complete. See the links below for further information:

Improving Healthcare Through Clinical Research

https://www.futurelearn.com/courses/clinical-research

What is Health Research

https://www.futurelearn.com/courses/what-is-health-research

RESPONSIBILITIES

Research:

- To have a working knowledge and understanding of relevant research protocols.
- Ensuring the well-being of study participants will be prioritised in all stages of research practice.
- To work at all times according to Good Clinical Practice, Research Governance, Information Governance, Trust policies and guidelines and Department Standard Operating Procedures (SOP's).
- Coordination of specific studies (as assigned).
- To identify participants for NIHR portfolio studies according to specific protocols and guidelines and obtain informed consent from those participants.
- To provide verbal and written information and support to research participants and their carers for the duration of their involvement in the research project.
- Facilitate the informed consent process as per legislation and the Mental Capacity Act.
- To administer protocol based and standardised assessments of cognitive function, mental wellbeing as well as self-report measures, rating scales, observations and semi structured interviews as appropriate.
- To administer protocol-based study interventions as appropriate.
- To support the research and development department to upload recruitment to local and national reporting systems.
- Contribute to the development of recruitment strategies, identifying any barriers to recruitment and working proactively as part of the research team to maximise recruitment. Support and assist in the development of action plans as required.
- To identify areas of low patient recruitment and liaise with the Lead Research Nurse/Lead Clinical Research Practitioner and research and development staff to identify mechanisms for improvement.
- To support the research and development department with the set up and maintenance of

study site files and documents.

- To support the research and development department with processing amendments and ensuring version control for studies they coordinate.
- To support the research and development department to identify potential portfolio studies that benefit the patient population which the Trust may be able to host.
- To pro-actively promote the Research Interest List (RIL) to clinical teams' patients, carers and more widely across the Trust.
- To pro-actively promote research throughout the Trust.
- To support with the preparation of promotional materials for the research and development department in line with relevant guidance and Trust branding.
- To support the research and development department with promotional activities within the Trust and Local Clinical Research Network.
- To support relevant Patient and Public Involvement initiatives within the Trust and Local Clinical Research Network
- To support the research and development department with the dissemination of research study findings to clinical teams and participants.
- To support the research and development department to prepare impact summaries for studies that have recruited in the Trust to share with the relevant clinical services.
- With appropriate training, take clinical samples for studies; blood and/or saliva sample collection and dispatch to relevant departments or research centres, in accordance with the appropriate research protocols.
- To offer support to research participants and carers, as appropriate.
- To co-ordinate treatment, assessment and follow-up as necessary in accordance with research protocol and with appropriate training.
- Reporting of Adverse Events using appropriate procedures to Lead Research Nurse/Lead Clinical Research Practitioner, including the expedited reporting of Serious Adverse Events and Suspected Unexpected Serious Adverse Reactions.

Documentation and Administration:

- Maintain high quality standards in case report form completion and supply data as required to the management team regarding the progress of research studies.
- Ensure that any data collection is conducted according to specific research protocols and adheres to the Data Protection Act 1998, GDPR, Information Governance and according to NIHR Good Clinical Practice guidelines.
- At all times ensure that data collection is clear, timely and accurate and maintain appropriate filing systems/other office management systems to store/record that information.
- To ensure accurate recording of patient recruitment.
- To assist with the resolution of data queries.
- To provide information and/or reports on recruitment when requested by the Lead Research Nurse/Lead Clinical Research Practitioner or on their behalf.
- To undertake specific administrative duties as required.

Communication:

- To communicate effectively with members of the multi-disciplinary team as well as patients and people involved in their care.
- To establish and maintain effective and productive working relationships with clinical services and staff.
- To attend multidisciplinary team meetings regularly to inform teams about proposed and active studies.

- To attend patient and/or carer's groups to inform them about proposed and active studies.
- To deal sensitively with issues surrounding patients with a wide range of diagnoses, within all Trust services.
- To liaise with other NIHR research staff and the research and development department to ensure the needs of the NIHR are met.
- To liaise with a wide range of internal and external organisations and teams in support of the NIHR.
- To support with the preparation and delivery of presentations to promote research at patient and/or carer's groups, within the Trust and other relevant organisations.

Education and Training:

- To keep up to date with relevant training and develop skills and knowledge by engaging in a programme of development.
- Understand the informed consent process as per legislation and the Mental Capacity Act.
- To maintain a working knowledge of relevant practice applicable to the role and to disseminate up to date information to personnel working on research projects (as appropriate).
- To participate positively in regular clinical and management supervision and annual appraisal.
- Seek advice from senior staff as required in order to provide optimal patient care.

Additional Duties:

- Support the management team in the event of an inspection from a regulatory authority and in the event of both internal and/or external monitoring/audit.
- To support the research and development department, to co-ordinate existing information into a comprehensive overview of Trust services and service user support services.
- To support the design of homegrown research projects as part of our in-house research service as appropriate and when required.
- To undertake any other duties which may be required from time to time as are consistent with the responsibilities of the grade and needs of the Trust.
- To maintain position of integrity, appreciating the need for confidentiality when dealing with staff and issues relating to this post.

GENERAL

1. This is a varied role where you'll be expected to undertake the range of responsibilities specified above, working together with your line manager and colleagues to ensure that the activities of this post make a real difference to our patients. Your line manager may ask you to undertake other reasonable duties to facilitate the smooth running of your service or team.

2. We are an equal opportunities employer and you'll be expected to role model equality of opportunity, live the values and always operate in accordance with our Equal Opportunities Policy.

3. Health and Safety at work is important to us and we would like you to role model the highest standards of behaviour and go above and beyond by adopting excellent practice where it links to the health and wellbeing of our colleagues. It is important that you cooperate with us to ensure that statutory and departmental safety regulations are adhered to.

Berkshire Healthcare
NHS Foundation Trust

BEHAVIOURS

In addition to the responsibilities and requirements outlined in this job description, you should refer to the associated and expected behaviours that are relevant to this role - your line manager will be able to provide you with this detail.

Our values define the behaviours we are all expected to display during the course of our work and they underpin our organisational recruitment, appraisal, reward and development processes.

LOCATION/MOBILITY

We may require you to work at or from a different work base or location from time to time, to meet service demands and deliver an operational service. Given the geographical nature of the Trust, you may be required to travel between Trust premises as part of your role.

We also may need to change your work base on a permanent basis and if this is the case, we will consult with you in line with our policies and procedures.

FLEXIBILITY

We may need to amend your job description and/or your duties from time to time in order that we can continue to provide the best possible service to our patients. It is important that you work with us to deliver our services, by complying with lawful and reasonable instructions, by adapting to new ways of working, and by attending training courses as requested from time to time.

CONTINUING PROFESSIONAL DEVELOPMENT

You'll be expected to attend and contribute to staff meetings and forums, supervision sessions, training courses, seminars and workshops, all of which will contribute to the development and enhancement of our current working practices.

You will also be expected to participate in all personal review meetings and to take responsibility for your own personal and professional development and the professional accountability for your role.

DATA PROTECTION ACT

We are all expected to be aware of the Data Protection Act and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

HEALTH & SAFETY

We all have a responsibility for health and safety, risk assessment and workplace inspections, and you will be expected to take reasonable care for your own health and safety and that of others.

You will also be expected to co-operate with your colleagues to ensure that statutory regulations, policies, codes of practice and departmental safety procedures are adhered to, and to attend any training programmes that we consider to be relevant.

Berkshire Healthcare
NHS Foundation Trust

INFECTION CONTROL

The Health and Social Care Act 2008: (code of practice on the prevention and control of infections and related guidance) sets out responsibilities for NHS managers, Heads of departments, Clinical Leads and all staff to ensure patients are cared for in a clean and safe environment. Cleanliness and prudent antimicrobial stewardship (AMS) is essential to ensure that people who use health and social care services receive safe and effective care.

Prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients and to the safety of staff and visitors. As a core element of the trust's clinical governance and risk programmes, all staff are required to be aware of their responsibilities and comply with infection prevention and control policies and guidelines.

CONFIDENTIALITY

We all have a responsibility to make sure that we don't disclose any information of a confidential nature relating to the services we provide or in respect of any service user, client or third party. This applies both during and after your employment.

You must not remove or copy any documents or tangible items including software which belong to the Trust or which contain any confidential information unless you have specific permission to do so. When you leave our employment, or if you are asked, you must return all documents and tangible items which are in your possession or are under your control, but which belong to us or contain or refer to any confidential information.

You should be aware that a breach of confidentiality may result in your dismissal and that, regardless of any disciplinary action that we may take, a breach of confidence could result in civil action for damages.

DATA QUALITY

We are all responsible for making sure that our data and electronic records are updated, accurate, relevant, reliable, and completed in line with our record keeping standards and policies.

CLINICAL GOVERNANCE

We aim to provide the highest standards of care. To help us achieve this aim, you are expected to follow acceptable working practices as defined in our policies and guidelines. You also have a personal responsibility to your colleagues and patients to keep yourself up to date with any changes to policies and to report any practice that you consider to be unacceptable through the appropriate channels.

ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS

We need to make sure that we comply with the Asylum and Immigration Act 1996. To do this, we check the documentation of all applicants to confirm that they have the right to work in the UK. We won't offer employment to any applicant who does not have valid leave to remain and work in the UK or whose leave is subject to conditions which prevent them from taking up employment with us.

If your leave to remain and/or right to work status changes during the course of your employment, we will determine what impact this may have on our ability to continue employing you.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a responsibility for safeguarding individuals who come into contact with our services, whether they are a child or young person, a person with Learning Disabilities or an older or vulnerable adult.

We adhere to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, which places a duty of care and responsibility on us all to safeguard and promote the welfare of children.

SMOKE FREE

We operate a smoke free policy which means that smoking is not permitted on any of our sites. This also applies when you are travelling in vehicles (including owned and lease cars) whilst on official business, parked on our premises in privately owned vehicles, or transporting services users or visitors. We will not support taking additional breaks during the working day to smoke off site. Further information can be found in the Staff Smoke Free policy.

Berkshire Healthcare
NHS Foundation Trust

PERSON SPECIFICATION

CATEGORY	ASSESSMENT METHOD		
	Application Form Essential or Desirable	**Interview Essential or Desirable**	**Selection Tool**
Education/Qualifications/Training			
• Relevant professional qualification (e.g. RMN or equivalent) or degree in relevant subject	**E**	**E**	Application form
• Willing to undertake training	**E**	**E**	Interview
• Venepuncture skills or a willingness to undertake venepuncture training	**E**	**E**	Interview
Previous Experience			
• Previous experience working in a health or social care setting	E	E	Application form and interview
• Awareness of GDPR and data protection issues related to NHS research	E	E	
• Awareness of GCP/Informed consent/other obligatory regulations related to healthcare research	D	D	
• Experience of working within a multi-disciplinary team	E	E	
• Experience of research in a healthcare setting	D	D	
• Experience of public speaking	D	D	
• Experience of report writing	D	D	
Knowledge, Skills and Abilities			
• Good IT skills	E	E	Application form
• Excellent organisational skills	E	E	
• High level of written and verbal communication skills	E	E	
• Self-motivated	E	E	
• Ability to network within a wide and diverse community both clinical and research-orientated	D	D	
Additional Requirements			

• Flexibility • Ability to work on numerous research studies at once • Ability to be compassionate, caring and respectful when interacting with patients, carers and colleagues • Ability to travel in a time efficient way to multiple sites across the operational area of the Trust	E E E E	E E E E	Application form and interview

DATE OF ISSUE: April 2024