

## **Senior Research Nurse (Qualified)** **- Core Job Description and Person Specification**

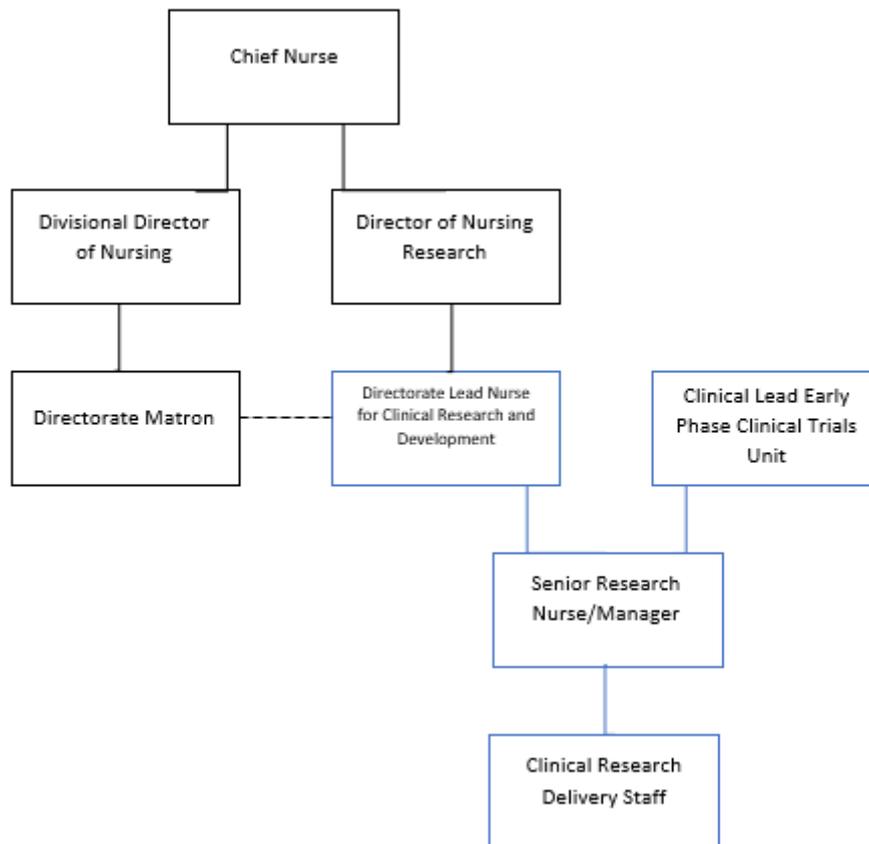
<b>Job Title</b>	<b>: Senior Research Nurse</b>
<b>Base / Department</b>	<b>: Early Phase Clinical Trials Unit</b>
<b>Grade</b>	<b>: Band 7 (IJES: 09173)</b>
<b>Hours of work</b>	<b>: 37.5</b>
<b>Division &amp; Directorate</b>	<b>: Surgery, Women's and Oncology Division, Oncology and Haematology Directorate</b>
<b>Responsible to</b>	<b>: Directorate Lead Nurse for R&amp;D</b>
<b>Accountable to</b>	<b>: Clinical Service Lead</b>
<b>Details of special conditions</b>	<b>:</b>

---

### **Job Summary:**

- ❖ Employed as a Senior Clinical Research Delivery Nurse with;
  - Responsibility for operational management of the clinical research delivery team
  - Responsibility for strategic leadership of clinical research delivery team
  - Responsibility for the management of the trial portfolio and own allocated portfolio of studies and study participants including, as required:
    - Leading and co-ordinating a portfolio of studies
    - Planning
    - Scheduling
    - Conduct including intervention
    - Recruitment & retention of participants
    - Data management
- ❖ Fulfil the expectations and capabilities as delegated by the Sponsor, Chief Investigator or Principal Investigator as set out in GCP & Research Governance Framework
- ❖ Work collaboratively with OUH and external research & service delivery colleagues to ensure high quality participant care and research delivery.
- ❖ Work collaboratively with service delivery colleagues to promote clinical research delivery and integrated care delivery as appropriate.
- ❖ Act as PI/CI on non-interventional studies, as appropriate.

## Organisational Chart



## Main Tasks and Responsibilities

### ***Clinical Research***

*The post holder will practice with knowledge, skills and behaviours which...*

- Be responsible for assessment, planning, implementation, and evaluation of patient care during participation in clinical research visits.
- Manage own clinical workload and co-ordinate allocated clinical trials and research studies.
- Practice in compliance with the code of professional conduct, being responsible and accountable for their decisions, actions, or omissions, taking responsibility for clinical decisions where competent to do so.
- Demonstrate expert knowledge and skills in the management of clinical research participants.
- Utilise effective communication skills through a variety of methods, supporting participants in decision making in relation to study entry and participation.
- Deliver effective communication skills with colleagues both internally and/or externally, in verbal, non-verbal and written communication methods, adapting to changing parameters as required, which includes thorough accurate documentation in patient records as required.

- Provides and receives highly sensitive, complex or contentious information relating to participant involvement and care, and communicates information to participants, families or carers with respect, compassion and empathy
- Able to competently perform a range of clinical procedures as required as part of the research protocol, ensuring accurate data capture.  
Demonstrate expert knowledge and skills in the care of the patient receiving Systemic Anti-Cancer Therapy (SACT), including holding or willing to work toward accredited SACT qualification.
- Participate in and ensure compliance with Informed Consent Procedures, acting within boundaries of own competency, research regulation and Trust policies/SOPs.
- Use own professional judgment identifying when to escalate and seek senior support/guidance.
- Lead the completion of administrative tasks, including feasibility, study set up, close out & archiving.
- Ensure compliance with agreed SOPs, across all team members.
- Ensure all necessary regulatory approvals are in place prior to approaching potential study participants.
- Work within the limits of the approved protocol and any approved amendments.

### **Leadership and Management**

*The senior research nurse post holder will practice with knowledge, skills and behaviours which...*

- Initiates and develops effective relationships, fostering clarity of the research nurse role within teams, directorate and networks, to encourage productive and efficient working practices.
- Act as a role model for excellence in clinical research delivery & demonstrate the values of the OUHFT.
- Provide line management to research delivery team.
- Directs, supports and facilitates any team and unit project work.
- Contributes to on-going development and achievement of individual team members to reach potential.
- Lead in the feasibility process, ensuring capacity and capability reviews are undertaken to manage workloads and portfolios.
- Performance manages own work and of others as agreed with Early phase clinical lead and Directorate Lead Nurse
- Work with the Clinical Lead and the Directorate Lead Nurse to manage resource including nursing establishments and education budgets
- Manage learner placements within the team, ensuring appropriately trained staff available as assessors and supervisors.

- Lead on the development of the clinical research team and service, in line with Trust and local strategy.
- Fulfil the role of Principal Investigator for non-CTIMP studies, as appropriate.
- Promote clinical research to potential participants and colleagues within the Trust and with local partners.
- Lead on the development, implementation and audit of local standard operating policies and procedures.
- Remain adaptable to change, continually developing own practice.
- Participate in clinical & research governance reporting and ensure compliance with reporting by research delivery staff.
- Lead, as required by Senior nurse, the investigation of incidents relating to research participants and activities.
- Recognise the critical importance of wellbeing in self and others, seeking to identify and manage stressors or pressures to promote health and wellbeing.

### **Education**

*The senior research nurse post holder will practice with knowledge, skills and behaviours which...*

- Critically assess and address own and teams CPD learning needs as research delivery nurse, and within clinical speciality working to a personal development plan that reflects the needs of the individual and clinical research delivery service.
- Critically reflects to maximise clinical & research delivery skills and knowledge development.
- Engage with performance reviews and appraisal processes, as required.
- Identify and facilitate training and education opportunities are available for the research delivery team, applying for funding as appropriate.
- Engage with training and education opportunities, for own development, across both research delivery, leadership and clinical speciality. This may include conferences, study days, and investigators meetings.

### **Improving Quality and Developing Practice**

*The Senior Research Nurse post holder will practice with knowledge, skills and behaviours which...*

- Report all Adverse Events and Serious Adverse Events in line with ICH-GCP, ISO 14155 and OUH NHS Trust Adverse Events Reporting policy.
- Promote the value of clinical research to potential participants, the public and NHS colleagues.

- Participate in dissemination of research results locally and nationally, as appropriate.
- Represent participants and clinical research delivery staff in the development and review of research protocols, ensuring the protocols are deliverable, as appropriate.
- Promote and participate in PPI engagement in research design and dissemination.
- Seek to publish new findings and best practice in Trust communications, meetings, conferences and journal articles as appropriate.
- Understand the professional and current issues related to area of practice.
- Actively engage in and facilitate audits and inspections to inform own and other's practice, and as required by regulatory bodies, leading on formulating and implementing strategies to act on key learnings and making improvements.
- Actively seeks feedback from individuals, families, carers and colleagues to inform own development and/or service developments in practice.

### Job Description Adaptations

This job description is neither definitive nor exhaustive and is not intended to be fully comprehensive. It may be reviewed in the light of changing circumstances following consultation with the ACP post holder. This job description is to be read in conjunction with all current Oxford University Hospitals NHS Foundation Trust policies, procedures & guidelines

## PERSON SPECIFICATION

*Job Title: Senior Research Nurse, Clinical Research Delivery*

	<b>Essential</b>	<b>Desirable</b>
<b>Education, training, qualifications &amp; experience</b>	Registered Nurse (Part 1. 8. 12 or 15 of the Nursing and Midwifery Council Register depending on area of practice)  UK recognised first level degree (HEI Level 6) in Nursing or specialist nursing field  Post graduate diploma specialist training, experience, short courses plus further specialist training to master's equivalent level  Significant experience and expertise within leadership role  Evidence of advanced mentorship skills	Masters (HEI level7) or working towards, in specialist nursing field, leadership or clinical research  Leadership training  Human Tissue Act training Informed consent training Project management  PIPP training Specialist post-graduate education / qualifications, or training relevant to area of clinical

	<p>Evidence of ongoing CPD, including multi-source feedback and workplace-based assessments evidence within own professional portfolio.</p> <p>Knowledge of NHS research governance and policy</p> <p>Good Clinical Practice training</p>	<p>practice and/or clinical research delivery</p>
<p><b>Clinical Practice</b></p>	<p>Competency in clinical skills relevant to clinical research area</p> <p>Competent to work under own initiative within boundaries of the role</p> <p>Competency in high level of accuracy and when assessing participants and documenting research and care activities</p> <p>Able to proactively contribute to the education of learners, MDT colleagues and less experienced staff</p> <p>Commitment to evidencing own professional development, capabilities and competency development via work-based assessments and use of a portfolio</p> <p>Willingness to engage in clinical supervision/coaching to develop knowledge, skills and behaviours</p> <p>Evidence of effective team working and team leadership as part of a multi-disciplinary professional team</p> <p>Ability to work with a high level of attention to detail</p>	<p>Experience of sample processing in a laboratory setting</p> <p>Experience of working with patients/carers to develop research activity</p>
<p><b>Values and behaviours</b></p>	<p>Align to the Trust values, conducts themselves in a professional manner at all times</p> <p>Positive attitude to all tasks and stakeholders</p> <p>Willingness and enthusiasm towards</p>	

	<p>working as part of a multi-disciplinary team in delivering research and care, as required</p> <p>Shows pride in the quality of care they provide for clinical research participants, learning from setbacks and successes</p> <p>Actively participates in quality improvement programme, developing service and staff</p>	
<b>Leadership and Management</b>	<p>Organised and able to prioritise own workload</p> <p>Ability to maintain and contribute to development of standard operating procedures and research processes</p> <p>Role model promoting clinical research delivery nursing</p> <p>Establish and maintain positive working relationships with service support departments, clinical research associates, sponsor representative, R&amp;D staff as appropriate</p> <p>Experience of working with sponsor representatives/managing expectations</p> <p>Able to supervise non-registered and less experienced staff to ensure effective research and care delivery.</p>	<p>Experience of managing change</p> <p>Experience of participation/leading research audits and inspections</p>
<b>Personal Qualities &amp; skills</b>	<p>Motivated and able to articulate reasons for desire to work in specific practice area</p> <p>Commitment to &amp; evidencing of own professional development, capabilities and competency development via work-based assessments and use of a portfolio</p> <p>Ability to recognise own limitations, working within scope of practice, acting on feedback linked to practice change when required</p> <p>Excellent communication skills, all channels</p> <p>Flexibility in working hours as needed for the post</p> <p>Clean driving license/access to car if needed for post</p> <p>Computer literate with experience of working with Microsoft Office packages</p> <p>Advanced keyboard skills, to ensure fluent documentation</p>	<p>Ability to appraise documents, using analytical and problem-solving skills</p>



**Oxford University Hospitals**  
NHS Foundation Trust

**Learning, Respect, Delivery, Excellence, Compassion, Improvement**

Senior Research Nurse JD (Jan 2023)