Sheffield Teaching Hospitals NHS
NHS Foundation Trust

Job Description

1. JOB DETAILS

Job Title:	Senior Research Sister/Charge Nurse
Grade:	AfC7
Responsible to:	CRF Matron / Lead Nurse Research & Development
Reports to:	CRF Research Matron
Location:	NIHR Sheffield Clinical Research Facility (CRF)

2. JOB PURPOSE

The Post holder will provide leadership and management to a clinical team, providing care to patients within the NIHR Sheffield Clinical Research facility (CRF) to meet National Institute for Health and Care Research (NIHR) strategic aims and objectives.

The post holder will work closely with the CRF Matron, Operational Team, other CRF team leaders and the wider STH research teams to ensure the safe, effective, and efficient delivery of the CRFs' extensive clinical research portfolio, which includes comprehensive risk assessments to ensure patient safety is upheld and that the clinical research activity is compliant with both research and clinical governance requirements.

The post holder will be expected to promote positive work behaviours and attitudes in line with Sheffield Teaching Hospitals PROUD values and will be required to provide management and clinical decision-making support to the core clinical team in a range of clinical management scenarios.

The post holder will need to possess an understanding of research processes and governance arrangements, as well as have a detailed insight of the core business and function of the CRF to ensure the unit's activity meets National and Local targets and clinical governance requirements.
The CRF works with numerous internal and external stakeholders – the ability to manage multiple and competing deadlines is essential, therefore excellent interpersonal and communication skills are imperative, along with a resourceful, positive and adaptable approach to the role.
The post holder will be responsible for managing problems, sometimes urgently and at short notice - having excellent communication skills as well as the drive and resilience to see problems through.

The post holder will be responsible for developing and sustaining own knowledge, to meet NMC revalidation requirements. As part of the role the post holder will be expected to represent the CRF at Regional, National and International meetings.

3. ROLE OF THE DEPARTMENT

The National Institute for Health and Care Research (NIHR) Sheffield Clinical Research Facility (CRF) is a joint venture between the University of Sheffield and Sheffield Teaching Hospitals NHS Foundation Trust. The CRF provides a highly skilled team to support researchers within Sheffield Teaching Hospitals NHS Foundation Trust, the University of Sheffield and the wider research community to deliver an extensive portfolio of clinical research activity.

The CRF supports a wide and increasing portfolio of studies across a breadth of clinical specialities. It provides an excellent environment to develop research skills and provides an education and development programme for clinical researchers. The CRF is a service delivery engine and works collaboratively across the organisation to provide researchers with a cross-city unit dedicated to delivering research for the benefit of patients. The CRF has been awarded an NIHR grant to further develop Experimental Medicine in South Yorkshire.

Maintaining up to date systems and processes to support staff, patients and researchers is essential to ensure research carried out in the CRF is delivered to the highest possible standard, adhering to Research Governance and the Regulatory Framework.
The CRF is based across the two main acute sites of the Trust, the Royal Hallamshire Hospital (RHH) and the Northern General Hospital (NGH). Both sites provide access to highly skilled research nurses, clinical and administrative support staff who are specially trained to help researchers deliver their research within the specified study timelines and targets. CRF staff work across all sites of Sheffield Teaching Hospitals NHS Foundation Trust.

4. DEPARTMENTAL/DIRECTORATE ORGANISATIONAL CHART

CRF Director

CRF Head of Operations/ STH Lead Nurse R&D

CRF Operations Manager / CRF Research Matron

Laboratory Manager / **Clinical Team Leaders**

Data Manager/ Research Nurses

Operations Coordinator / Service Coordinator / Research Nurses

Personal Assistant / Operations Administrator

Data Coordinators / Support Workers

Receptionists/Clerical Officers

5. MAIN DUTIES AND RESPONSIBILITIES

Clinical

i. To work as part of the multi-disciplinary team to promote high quality care, ensuring care is patient-centred and individual patient needs are met.
ii. Exercise judgement in assessing wide ranging and complex patient problems, agree solutions and promote options to enable the delivery of optimum patient care in line with approved study Protocols.
iii. To act as an advocate for patients to safeguard their interests acting sensitively, confidentially and with empathy as appropriate.

iv. Under the leadership of the CRF Research Matron to provide management and visible leadership support to the clinical and administrative teams of the CRF.
v. To work with the CRF Matron, Operational Team, other CRF team leaders and the wider STH research teams to ensure high standards and continuity of care for research participants and maintain lines of communication.
vi. To possess theoretical knowledge of relevant disease processes and to ensure that all theoretical and practical knowledge relating to the disease processes are developed and maintained.
vii. To ensure appropriate risk assessments are completed prior to patient recruitment to optimise patients' safety.
viii. To work with the NIHR CRF Training and Education team to ensure clinical staff maintain and develop the appropriate clinical skills.
ix. To work with Directorate clinical and research teams to devise strategies to identify patients suitable for inclusion in clinical trials.
x. To view and act on clinical results when appropriate.
xi. To report and investigate all complaints, accidents or untoward incidents – ensuring accurate completion of appropriate documentation and that the CRF Matron is notified.
xii. To ensure that policies and procedures of the Trust are adhered to, to work within the NMC Professional Code of Conduct for nurses, midwives and health visitors, and to work within own Scope of Professional Practice.
xiii. To support the CRF Matron in appropriate aspects of their role to ensure the smooth running of the service; deputising as required.
xiv. To ensure service delivery is maintained as per specific study requirements, this may involve a 24hr/7 day week working shift pattern.
xv. To work when required (for example in times of extreme operational pressures) on the general clinical wards/wider Trust.

Management

i. To manage a clinical team, utilising STH Human Resource policies and procedures and support services as appropriate.
ii. Consistent demonstration of effective leadership qualities.
iii. To be responsible for ensuring staff within the postholder's team are up to date with mandatory training as per STH requirements and are developed to achieve and maintain the competencies required for their role.
iv. Regularly monitor the performance of the team, giving support and guidance as required and addressing any performance or capability issues in line with STH policy and HR guidance.
v. Undertake annual Personal Development Reviews of staff within the post holder's team to develop the individual's potential and optimise patient care.
vi. To ensure that the trials conducted within the team leader's portfolio are staffed appropriately and that all studies have a CRF staff member assigned as a point of contact.
vii. To work with internal and external stakeholders to ensure the key milestones of projects are achieved on time in line with NIHR high level objectives and promote the CRF as a place to conduct quality research.
viii. To ensure that all stakeholders involved in a study have a clear understanding of, and are in agreement with, their responsibilities in the conduct of the study.
ix. To actively participate in the recruitment of more junior colleagues when required and contribute towards the development of their job roles.
x. To act as a resource and role model for members of the team.
xi. To work independently and autonomously without direct supervision.
xii. To implement effectively, changes in relation to departmental, STH, NHS and regulatory developments for the delivery and management of clinical research.
xiii. To prepare and present regular internal reports to the CRF Management Team to ensure that the CRF Director and Managers are fully appraised of project's progress and amended timelines.

xiv. To be responsible for the management of the development, review and updating of SOPs specific to selected projects. Also, to review other relevant departmental and STH protocols to ensure they are applied appropriately.
xv. To display PROUD values in all areas of own conduct and promote these behaviours across the NIHR CRF team.

Research

i. To possess an expert knowledge of research terminology and methodology.
ii. To be able to critically read a research protocol, understand the methodology and its practical application within pragmatic local requirements for the Trial.
iii. To ensure that all proposed research projects within the post holder's portfolio are registered and reviewed by STH Clinical Research and Innovation Office (CRIO), and that amendments and updates are reported in a timely fashion.
iv. To report Serious Adverse Events (SAEs) and Suspected Unexpected Serious Adverse Reactions (SUSARs) using the appropriate systems and complying with regulatory reporting timeline.
v. To be responsible for ensuring that essential trial documentation is updated, auditable, and stored for the appropriate time according to GCP and Regulatory Framework Guidelines and the Medicines for Human Use Regulations (2004 onwards).
vi. To work closely with the senior research sister/charge nurse (Operational support) and Experimental Medicine research sister/charge nurse to update on the Experimental Medicine Portfolio in line with NIHR high level objectives.
vii. To take an active role in the Experimental Medicine Study Review Group (EMSRG) process to optimise patient safety.
viii. To ensure databases, internal and external are maintained and data is accurate and inputted in as 'real time' as possible.
ix. To ensure the internal feasibility process and Nursing Intensity Tool Assessment is completed and reviewed as appropriate for every study within the post holder's portfolio to ensure adequate time, staff and facilities are available to complete trials.
x. To ensure clear, accurate records are created and maintained, supporting development of data collection, case report forms and Quality Assurance (QA) systems.
xi. To support provision and maintenance of performance metrics on all trial activity.
xii. To be actively involved in the development, review and implementation of the standard operating procedures (SOPs) for research and to support programmes of training in SOP implementation.
xiii. When requested assist Investigators in the completion of applications for grant awards.
xiv. To support the CRF Project Management Team to oversee quality assurance of each study to facilitate external audits.
xv. To participate in the development of systems to facilitate the management of studies according to GCP and Regulatory Framework Guidelines and the Medicines for Human Use Regulations (2004 onwards) as appropriate.
xvi. In conjunction with the CRF Matron and Operational Team ensure the unit is inspection ready at all times and when required to assist in the preparation and facilitation of MHRA, FDA Inspections.

Communication

i. To establish and maintain lines of communication with the multi-disciplinary team with regard to research activity in the CRF for which the post holder has designated responsibility.

ii. To provide regular feedback both verbally and through formal reports on potential areas for development to the CRF Senior Management Team, to enable work force planning regarding activity and demand and skill mix within the unit.
iii. To establish and maintain lines of communication with the multidisciplinary team with regard to research activity in the CRF, helping teams prioritise and re-prioritise work dependent on upcoming target timeframes.
iv. To establish, maintain and promote good working relationships and effective communication channels across clinical and research teams.
v. To establish and maintain good channels of communication with other departments within the Trust, other relevant NHS hospitals and organisations, commercial and non-commercial organisations and Sponsors.
vi. To organise and chair meetings with both internal and external stakeholders as required, facilitating project implementation. Ensure minutes are taken and distributed to all attendees of these meetings.

Education

i. To be responsible for developing and sustaining own knowledge, clinical skills and professional awareness to meet NMC revalidation requirements.
ii. Achieve and maintain the identified specialist and management competencies as required for a senior research sister/charge nurse within the CRF.
iii. Coordinate study specific training between Sponsors and research staff.
iv. To identify opportunities to promote and raise the profile of research across the wider health care professional community.
v. Where appropriate, prepare results of research and/ or internal projects to present as posters or scientific presentations at meetings and conferences.
vi. Where necessary, clinically analyse and disseminate findings.
vii. To act as a resource to non-research staff with regard to educating on the conduct of the clinical research process within the NHS.

FINANCIAL MANAGEMENT RESPONSIBILITIES (including estimated size of budget)

- Observe personal duty of care in relation to equipment and resources used in course of work.

7. HUMAN RESOURCES MANAGEMENT RESPONSIBILITIES (including numbers and grades of staff)

- Be responsible for the day-to-day management of a group of staff

8. ASSET MANAGEMENT RESPONSIBILITIES (i.e. stock, equipment, buildings)

- Observe personal duty of care in relation to equipment and resources used in course of work.
- Responsible for selected project specific equipment management within the department including responsibility for the decontamination, maintenance, calibration, and safety checks within an auditable system.

9. WORKING RELATIONSHIPS (please identify the main personnel with whom the postholder will be required to communicate with and advise internally and externally)

Patients
Nurse Directors
Operations Directors
Clinical Directors
Departmental Heads

Ward Sisters
CRF Management
CRF research sisters and nurses
CRF admin team
Clinical Research Innovation Office
Directorate Research Co-ordinators
Principal Investigator
Co-investigators
Local Research Networks
Monitors
Study Site Co-ordinators
NIHR Organisations
Internal stakeholders
External stakeholders
Sponsor Organisations
Clinical Research Associates
UKCRF Network Work Stream Members

This job description is not meant to be finite and may be changed subject to the exigencies if the service. Similarly the post holder may be requested to undertake such other duties not mentioned in the job description which are commensurate with the grade.