Liverpool University Hospitals
NHS Foundation Trust

Job Description

Job Information		
	Job Title:	Research Nurse – Speciality
	Directorate / Service:	Research Development & Innovation
	AfC Band:	Band 6
	Accountable to:	Director
	Reports to:	Line Manager
	Base Location:	As directed
	AFC Job Code:	NM.NS.R0472
	ESR Position Number:	

Job Summary

- To contribute to all aspects of the planning, conduct and reporting of all clinical trials within the research speciality
- To be responsible for the day-to-day management of, patient recruitment to research studies
- To work on a daily basis with minimal supervision as part of a research team
- To ensure that all clinical research activity is ICH GCP compliant and conducted in accordance with the agreed protocols.
- To maintain a high standard of patient care in line with Trust and R&D policies and protocols and in accordance with the Research Governance Framework.
- To ensure that all data is collected and managed effectively and accurately
- To contribute to all aspects of the planning, conduct and reporting of all clinical trials within the research speciality
- Knowledge of clinical research including issues on ethics, law, drug development and management in clinical issues
- Partly responsible for submissions to research ethics committees
- Maintaining overall standard of care for patients at all times
- Educational and developmental role
- Ability to give advice on the organisation and management of research in progress
- Liaison with sponsor companies and multi-disciplinary research teams

Key responsibilities

- To assist the clinicians in the assessment of patients/volunteers for eligibility for research and monitoring of their condition throughout their participation.
- To provide ongoing advice and information to patients/volunteers with regard to their participation in clinical research in order to facilitate effective informed

consent.

- To assist the clinicians to report and record any adverse events as dictated by Trust and Departmental protocols.
- To assist the clinicians with protocol development and ethical approval.
- To assist in the analysis of data and preparation of reports for presentation and publication.
- To co-ordinate and carry out patient visits in accordance with study protocols, including co-ordinating special tests in other departments, collection of data, coding, data entry and patient support
- To carry out treatment procedures and treatment interventions according to pre-determined protocols, including venepuncture, venous cannulation, administering of intra-venous drugs and vital sign recording
- To report on a regular basis to the Senior Nurse of the R&D department for professional support and guidance.
- To ensure that all clinical research activity is ICH GCP compliant and conducted in accordance with the agreed protocols
- To maintain a high standard of patient care in line with Trust and R&D policies and protocols and in accordance with the Research Governance Framework
- To ensure that all data is collected and managed accurately
- To carry out the collection, processing and shipping of biological specimens according to protocol requirements and follow up appropriately on alert values
- To be involved in the education of patients and their various aspects of their disease
- To ensure that patient safety is paramount in all procedures that take place for trial purposes
- To ensure clinical and research documentation and record keeping is completed accurately and efficiently in accordance with the EU Directive, ICH GCP Guidelines.
- To work within the N.M.C Code Of Conduct and scope of professional conduct
- To have sufficient computer skills for the handling and management of computerised data
- To keep up to date with relevant medical literature, developments in clinical research methodology, monitoring and local regulatory and ethical requirements
- To attend research network meetings, attend courses, conferences and study days in order to remain up to date with all relevant aspects of clinical research
- To participate in the education and development of staff/students, e.g. clinical supervision and ensure that all personnel are adequately informed about, and comply with all details of the trials.
- To participate in the education and development of student nurses.
- The post holder will be expected to work clinical shifts in a ward environment if necessary

Clinical Governance / Quality

- To maintain a high standard of patient care in line with Trust and R&D policies and protocols and in accordance with the Research Governance Framework.

Education and training development

Training of others and elements of supervision.

Equality and Diversity

It is the responsibility of every member of staff to understand our equality and

diversity commitments and statutory obligations under current equality legislation including the Disability Discrimination Act 2005, the Equality Act 2006 and the Race Relations (Amendment) Act 2000 and to:

Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice.

Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering appropriate services.

- Recognise and report behaviour that undermines equality under Trust policy.
- Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.
- Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.
- With the support of managers develop an equality and diversity objective through the personal development review process.

Values and Behaviours

We are Caring

We treat people equitably and value their different experiences.

We know we are doing this when:

- We value everyone for their unique contribution to our Trust whatever their diverse backgrounds
- We are kind, always showing compassion
- We praise good effort and good results, always showing appreciation

We are Fair

We are good role models (to each other and the public we serve), being accountable for what we do and how we behave.

We know we are doing this when:

- We are confident in presenting new ideas – we speak up and we support our colleagues to do the same, particularly those colleagues from diverse backgrounds
- We are open and honest
- We learn from mistakes, aiming to get things right first time, exploring new ideas when we can

We Are Innovative

We work as one team to deliver, improve and transform care through continuous improvement.

We know we are doing this when:

- We are professional, always seeking to do the right thing
- We create and share knowledge with patients, each other and our professional communities
- We continuously strive to make things better and to pioneer new ways of doing things

Infection Prevention & Control

All staff will adhere to infection control policies and procedures at all times and carry out role specific duties as per roles and responsibilities.

Confidentiality

Confidentiality/Data Protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours). All staff should ensure that they are familiar with and adhere to all Trust privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.

Freedom of Information

In accordance with Freedom of Information and other associated legislation, the Trust may be required to make public recorded information available upon a request, or do this as part of a publication scheme. Please note, that in your public role, your name or job role may be contained in a document that is published in accordance with such legislation.

Management of Risk & Health and Safety

All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the Trust in meeting its statutory requirements. All employees will proactively contribute to the management of risk by identifying hazards in the workplace which have the potential to cause harm, raising issues of concern and risk to the appropriate level.

Safeguarding Children and Vulnerable Adults

All trust employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults. Familiarisation with and adherence to trust Safeguarding policies is an essential requirement of all employees, as is participation in related mandatory/statutory training.

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IT Skills

All staff are expected to have or to gain a minimum of basic level IT skills to enable them to use the Trust IT systems to support Trust services and needs. All staff should be familiar with relevant IT systems and security policies and procedures.

Records Management

All staff are personally responsible for record keeping. A record is anything that contains information in any medium e.g. paper, tapes, computer information, etc. which have been created or gathered as a result of any NHS activity. All individuals within the Trust are responsible for any records they create or use. Please ensure that records are retained in accordance with the Records Management Policy and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.

Information Quality

All staff must ensure complete and accurate data is collected to the highest standard at all times. Data collection should be supported by adequate documentation and processes should be regularly reviewed. Staff should ensure that processes conform to national standards and are fit for purpose. All staff should comply with the Information Quality Policy.

Professional Responsibility

- Compliance with ICH GCP
- Compliance with the law including Nursing Midwifery and Health Visiting Act 1979 and with the NMC Code of Conduct
- Compliance with the Data Protection Act 1984 and the Computer Misuse Act 1990
- Compliance with Trust, Directorate and R&D SOPs, policies and protocols

• Maintenance of personal and professional development
Clinical Responsibility
• To provide ongoing advice and information to patients/volunteers with regard to their participation in clinical research in order to facilitate effective informed consent. 'The post holder may be expected to work clinical shifts in a ward environment if necessary'
Administration Responsibility
N/A
Research
• To ensure that all clinical research activity is ICH GCP compliant and conducted in accordance with the agreed protocols • To maintain a high standard of patient care in line with Trust and R&D policies and protocols and in accordance with the Research Governance Framework
Strategic role
N/A
HR Management
Training of others and elements of supervision.
Financial Responsibility
• Responsible for setting up finance and delegated • budget for patient expenses during research trial.
Change of Job Description
The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the Trust.

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Person Specification

Job Title:	Research Nurse – Speciality		
AfC Band:	6	**AfC Job Code:**	NM.NS.R0472

Person Specification				
	Qualifications	**Essential**	**Desirable**	**Assessment**
1	RGN	Y		
2	Current NMC registration	Y		

3	Attendance of recent short courses and/or study days on research	Y		
4	1st level degree or studying towards		Y	
5	Research Qualifications		Y	
	Experience	**Essential**	**Desirable**	**Assessment**
6	Demonstrable experience of patient education and counselling, e.g. providing lifestyle advice	Y		
7	Clinical experience/qualification in venepuncture, IV cannulation	Y		
8	Supervision of student nurses	Y		
9	Previous experience of co-ordinating clinical research studies	Y		
10	Experience of liaison with staff at all levels in Healthcare	Y		
11	Previous experience within the research speciality		Y	
12	Appraisal and interviewing skills		Y	
	Knowledge	**Essential**	**Desirable**	**Assessment**
13	Knowledge of the principles and practice of clinical research and/or clinical trials	Y		
14	Understanding of the role & responsibilities of a Clinical Research Nurse	Y		
15	Knowledge of ethical and quality standards applicable to clinical trials, including EU Directive on ICH GCP requirements	Y		
16	Knowledge of the Health Service, R&D, the pharmaceutical industry partnership and relevant information sciences		Y	
	Skills	**Essential**	**Desirable**	**Assessment**
17	Ability to use a personal computer, (computer literacy and proficiency in MS Office / EDCL)	Y		
18	Skills in administration and project management	Y		
19	Good communication, presentational, training and interpersonal skills	Y		
20	Ability to meet tight deadlines and cope in a highly demanding environment	Y		
21	Ability to work independently and prioritise / own workload and to communicate effectively with all members of the multi-disciplinary team	Y		
22	Excellent and effective verbal and written communication skills	Y		
23	Skills in handling and management of computerised data		Y	
24	Skills required to evaluate and assist in		Y	

	developing new protocols			
25	Skills in the analysis and interpretation of data		Y	
	Other	**Essential**	**Desirable**	**Assessment**
26	Possession of tact and sensitivity to the needs of both patients and colleagues, including a commitment to confidentiality	Y		
27	Meticulous attention to detail and a high standard of accuracy	Y		
28	Flexible approach to working hours	Y		