

SWANSEA BAY UNIVERSITY HEALTH BOARD

JOB DESCRIPTION

JOB DETAILS:

Job Title	Research Lymphoedema Lead Nurse
Pay Band	Band 7
Division/Directorate	Cancer Services
Department	National Lymphoedema Team

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	National Education and Research Lymphoedema Lead for Wales
Reports to: Name Line Manager	National Lymphoedema Specialist
Professionally Responsible to:	National Education and Research Lymphoedema Lead for Wales

Our Values

In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “caring for each other”, “working together” and “always improving”.

Job Summary/Job Purpose:

- Provide line management to specified staff and offer expert clinical support to research/clinical staff across the Lymphoedema Services in Health Boards.
- Develop, maintain and co-ordinate a portfolio of clinical research/ evaluations/ audits within the Lymphoedema Services in Health Boards, in collaboration with the relevant multidisciplinary teams.
- Assist in the implementation of strategies to maintain and increase the level of patient recruitment into research/ evaluations/audits across the Health Boards Lymphoedema Services.
- Support the evaluation surrounding the delivery and analysis of Patient Reported Outcome Measures for Lymphoedema Wales.

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- Provide information and support to patients considering entry into a research/ evaluations/audits, managing them throughout treatment and follow-up.
- Liaise closely with the R & D Offices, Value in Health Teams in the Health Boards to ensure that research/ evaluations/audits are carried out in accordance with Research Governance and ICH/GCP.
- Identify to the Clinical Lymphoedema Director any training/developmental needs of research/evaluation/ audit staff in the network.
- Deputise for the National Lymphoedema Research Specialists as required.
- The post holder will be the lead practitioner working within broad occupational policies supporting the implementation of PROMS, Patient Reported Experience Measures and the development of CROMS (Clinical Reported Outcome Measures).

DUTIES/RESPONSIBILITIES:

Management /Leadership

1. Provide line management to specified staff and offer expert clinical support to staff across the Health Board regarding research/ evaluations/audits. This will include authorisation of annual leave, sickness and any disciplinary processes as appropriate.
2. Promote research activity within the Health Boards eg presenting at Grand Rounds, Research events, Lymphoedema Events and In-service training.
3. Use leadership skills to facilitate growth and strategic change within Lymphoedema Wales.
4. In depth knowledge of research standards and legislation which can be acquired by experience, attending study days and study of the Research and Critical Appraisal Module.
5. Be responsible for updating professional knowledge in the management of research, evaluation and audits by attending induction training, Good Clinical Practice training, attending Investigator Meetings, Initiation Visits and study days as required.
6. Provide professional leadership on research, evaluation and audits when talking to lymphoedema clinical teams. Act as a resource for colleagues across the Lymphoedema Service Health Boards in relation to all research, evaluation audits sharing information and knowledge on the research process.
7. Provide advice to ensure that all staff involved in research are working within the Research Governance Framework and are complying with legislation relating to Good Clinical Practice in research.
8. To actively encourage all research staff involved in portfolio studies to be up to date with Good Clinical Practice.
9. Maintain links with other clinical trial, research, evaluation and audit staff and lymphoedema clinical nurse specialists across Lymphoedema Wales to share knowledge and provide mutual support.
10. Arrange research, evaluation, audit initiations and launch meetings across Lymphoedema Wales.
11. Provide support and cover in the absence of the two National Lymphoedema Research Specialists in Lymphoedema Wales.
12. Manage and support lymphoedema staff that facilitate the recruitment of participants to research studies and supporting the implementation of PROMS, PREMS and CROMS is a major component of the post. The post holder will manage and support lymphoedema staff who co-ordinate a number of concurrent research studies from the national portfolio.
13. Conduct Performance Reviews in accordance with Health Board policy and any

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- revalidation processes for research staff where appropriate
- 14. Ensure that objectives are met and ensuring appropriate action is taken to improve lymphoedema performance where deficits are identified according to the Health Boards' policies.
- 15. Assist the Lymphoedema Director in the recruitment and selection of new research staff.
- 16. Maintain your own professional development by keeping up-to-date with current practice and maintaining revalidation requirements

Service Delivery (Research and Development)

- 17. Support the National Research Lymphoedema Specialists in developing and maintaining the portfolio of national and international research studies.
- 18. Promote clinical research, evaluation and audit activity and awareness within the Health Boards by liaising with lymphoedema active clinicians and academic partners, ensuring that any new research is disseminated to the lead clinicians in order to maximize the number of patients potentially being recruited into research studies.
- 19. Plans and co-ordinates research activities within the Health Board. The post holder will need to provide professional leadership on research, evaluation and audit when talking to lymphoedema clinical teams
- 20. Assist the National Lymphoedema Research Specialists in working closely with staff across the network to implement strategies and systems for quality assurance, to include audit (e.g. Lymphoedema dashboards and review of the work of teams.)
- 21. Be able to manage own caseload of any research patients effectively, working independently of senior colleagues with minimal supervision.
- 22. Proactively identify potentially eligible patients for research studies and communicate this to the appropriate clinician. Work in close liaison with research teams and specialist nurses and promote team working.
- 23. Communicate specialist advice / information and providing psychological support to patients and carers when assisting with the informed consent process and throughout their progress in a trial.
- 24. Perform all activities within a research, evaluation or audit trial, including; trial initiation, obtaining Health Board and Ethical approval, documentation, data collection and management, administration, patient recruitment, basic clinical examinations, follow-up , arranging any necessary treatments and tests that may be required as part of the protocol
- 25. Act as Principle Investigator for some epidemiological studies, taking overall responsibility for the conduct of the study at the research site. (Eg lead the analysis of Free text analysis in the LYMPROM study)
- 26. Assist the National Lymphoedema Team with the regular review (annual formal review, or as required if before) of relevant Standard Operating Procedures (SOPs) and assist with the development of future SOPs within the research environment.
- 27. Maintain and adhere to Standard Operating Procedures for all aspects of clinical research activities to comply with ICH/GCP (International Conference for Harmonisation/Good Clinical Practice) for the EU Clinical Trial Directive.
- 28. Assist the National Lymphoedema team with the preparation of paperwork for research, evaluation or audit studies and clinical trials to be submitted and obtain the necessary Ethics, NHS and Regulatory approval
- 29. Attend regular Local and Regional meetings and participate in presentations and reports as required
- 30. Assist clinicians in preparing research reports for local and regional meetings for the research projects they are involved in.
- 31. Provide the National Lymphoedema Team with reports as required
- 32. Assist in the implementation of strategies to maintain and increase the level of patient

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- recruitment and help in the identification of research priority areas
- 33. Identify all resource issues that affect study set up and trial recruitment and report to National Research Lymphoedema Specialists.
- 34. Identify barriers to recruitment to research and ensure that the Lymphoedema Clinical Director and National Research Specialists are made aware of them. To support and action any remedial plans that need to be implemented.
- 35. Meet with the National Lymphoedema Team regularly to discuss R&D issues and explore ways of promoting research within the Health Boards.
- 36. Use motivational skills to encourage collaborative working to improve the service where there may be resistance to change.

Communication

- 37. Promote understanding of research, evaluation and audit amongst healthcare professionals, patients and the public. This will require the use of excellent communication, influencing and persuasion skills to engage and maintain commitment to research and the ongoing research studies.
- 38. Communicate complex information about specific clinical research trials and their consequences to patients and carers, ensuring they have a good understanding of treatment options including possible risks and benefits, thereby ensuring high standards of informed consent.
- 39. Be able to respond to patients and their relatives telephone calls (who may at times be distressed), tactfully and empathetically. To reassure patients regarding arrangements made.
- 40. Promote and ensure effective communication for the Lymphoedema Wales by developing close partnerships and productive working relationships with key individuals and groups across the Region and the wider Lymphoedema research community.
- 41. Communicate verbally and in writing with clinicians regarding patients under their care.
- 42. Develop and maintain good working relationships with all clinical and non-clinical staff from support departments within the Health Boards such as Pathology, Radiology and Pharmacy.
- 43. Liaise closely with Lymphoedema Services, R&D Offices, Clinical Trial Units and Clinical Research Facilities in Wales and the UK and with international clinical trials organisations for multinational studies.
- 44. Facilitate sharing of ideas/best practice amongst staff across Lymphoedema Wales as nationally. Communicating on research, evaluation and audit progress at local and regional meetings as required.

Education and Training/Staff Management

- 45. Identify training needs and implement education programmes /new staff induction in collaboration with the Education Lead for Lymphoedema Wales, participate in training events as appropriate
- 46. Participate in specialty training of all staff, as required.
- 47. Provide advice and guidance to clinical and non-clinical staff on a daily basis as required following all Health Board policies.
- 48. Develop department protocols to ensure the efficiency of Research, evaluation and audit activities undertaken within the Department.
- 49. Ensure all Health Board statutory and mandatory training requirements are met -self and staff.

Information Resources

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50. Maintain good computer skills to enable working on databases, dashboards, NHS electronic systems email, internet and word processing.
51. Create and maintain computer databases of patient information for each research, evaluation or audit.
52. Ensure the timely collection of data or PROMS for patients within research studies and on long term follow-up, accurately recording this in medical records and Case Report Forms in accordance with Good Clinical Practice.
53. Input clinical trial / research project data using a range of specialist IT applications and systems
54. Ensure that data queries for research, evaluation or audits are dealt with promptly.

Finance

55. Assist Lymphoedema Clinical Director in assessing the financial impact of individual commercial and non-commercial trials and cost recover where applicable.
56. Identify and manage service support costs for clinical trials and sponsored studies to ensure that support departments (e.g. pharmacy, radiology, pathology) receive the correct payment for the research activity undertaken as part of each study.
57. Work with the Lymphoedema finance team to raise invoices for research payment.

Effort & Environmental Factors

58. Based at the Cimla Health and Social Care Centre/ Health and Wellbeing Academy and home but will be expected to work across all Health Boards in Wales and may have to travel with notice given.
59. May be required to deliver presentation to clinical teams which will involve standing for long periods of time.
60. Required to concentrate for prolonged periods of time during working hours to ensure that all information /data is collected to the highest of standards consistent with all relevant legislation, policies and procedures
61. Regularly exposed to emotional or distressing circumstances when answering the phone to patients or their relatives
62. Frequent use of a VDU

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PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Healthcare professional qualification or Healthcare related degree equivalent</p> <p>Educated to masters level or equivalent experience.</p> <p>Evidence of Continued Professional Development</p> <p>Specialist knowledge of research legislation, Good Clinical Practice and Research</p> <p>Governance Framework or experience in analysis of evaluations and audits</p>	<p>Research and Critical Appraisal</p> <p>Diploma Module</p> <p>Knowledge of research design and methods</p> <p>Willingness to study to Master Level Qualification</p> <p>Knowledge of Lymphoedema</p>	Application form and pre employment checks
Experience	NHS experience working at a Band 6 level	<p>Evidence of managerial ability and experience in the NHS</p> <p>Research/Clinical</p> <p>Trials experience</p> <p>Experience in report writing</p>	Application form and interview
Aptitude and Abilities	<p>Organisational and Leadership skills</p> <p>Knowledge of research</p>	<p>Ability to speak Welsh</p> <p>Lymphoedema Teaching and</p>	Interview

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	<p>Process</p> <p>Team player</p> <p>Ability to work independently and manage own caseload</p> <p>Demonstrates Initiative, able to problem solve and make complex judgements</p> <p>Computing skills – databases, word processing, email, internet</p> <p>Excellent written and verbal communication skills</p> <p>Attention to detail</p>	presentation skills	
Values	<p>Shows empathy and compassion towards others – a natural disposition to put yourself in someone else’s shoes. Sees and treats others as individuals (patient, families, colleagues) and treats people with dignity and respect.</p> <p>Shows resilience, adaptability and flexible approach as situations arise and positivity when times are tough.</p> <p>Shows respect for others’ views and appreciate others’ inputs and encourage colleagues to display our values.</p> <p>Motivated to use initiative to recognise problems and seek solutions whilst understanding the importance of empowering and enabling others (patients,</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>

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	<p>families, colleagues).</p> <p>Friendly and helpful disposition, awareness of how our own and others' behaviours impact on people's experiences and the organisation's reputation.</p> <p>Willing to seek out learning, give and accept constructive feedback and committed to continuous improvement.</p>		
Other	<p>Experience of communicating sensitive information to patients</p> <p>Good patient advocate</p> <p>Ability to travel between sites</p> <p>Flexible to the needs of the service</p>		Application form and interview

GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training

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requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.

- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **General Data Protection Regulation (GDPR):** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Regulation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favour-able treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.

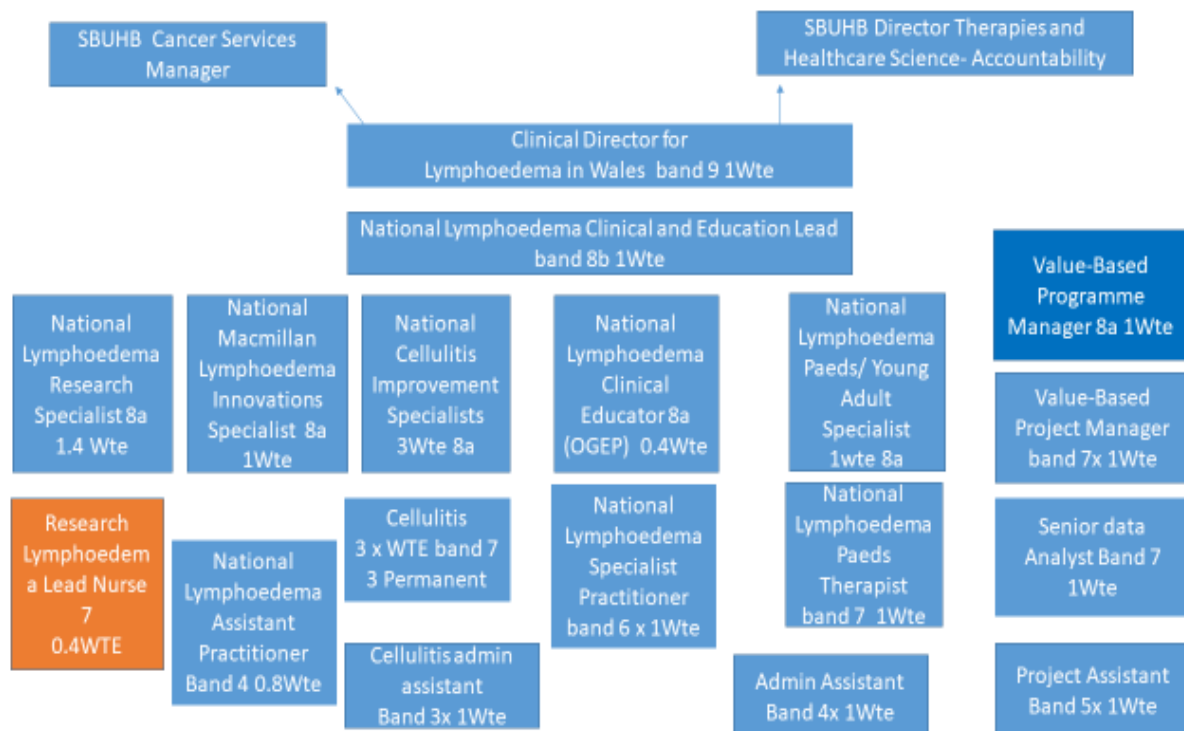
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- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.
If the post holder does not require a DBS Disclosure Check, delete as appropriate.
 - **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
 - **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
 - **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

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Job Title: Lymphoedema Research Lead Nurse

Organisational Chart



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Supplementary Job Description Information

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Making repetitive movements	Daily		Using computer
Standing/walking for substantial periods of time	Daily		When in clinics or walking between clinics
Pushing/pulling trolleys or similar	Weekly		When collecting medical records

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Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Carry out formal student/trainee assessments	Monthly		Second year nursing student short placement
Carry out clinical/social care interventions	Weekly		Clinical tests as required by research protocols
Operate equipment/machinery	Weekly		Centrifuge
Attend meetings	Monthly		Team/research meetings
Carry out screening tests/ microscope work	Weekly		Clinical tests as required by research protocols

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Prepare detailed reports	Monthly		Recruitment report
Check documents	Daily		Protocols and study documentation
Drive a vehicle	Daily		Between Hospital sites
Carry out calculations	Daily		Required by the protocol

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Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Giving unwelcome news to patients/ clients/carers/staff			As necessary
Caring for the terminally ill			Only if they were involved in research study
Dealing with difficult situations/ circumstances			As necessary
Communicating life changing events			
Dealing with people with challenging behaviour			Having to wait to long for results

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Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Use of VDU more or less continuously	Daily		
Infections Material/Foul Linen	Monthly		
Body fluids, faeces, vomit	Monthly		
Contaminated equipment or work areas	Monthly		
Driving/being driven in normal situations	Weekly		

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