



# SENIOR RESEARCH COORDINATOR

## INFORMATION FOR CANDIDATES

## ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



# OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

## Our Vision:

“To provide excellent care for the communities we serve”

## Our Values:



## OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

## OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

## A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

*Louise Barnett*

Louise Barnett  
CHIEF EXECUTIVE OFFICER

# COLLEAGUE BENEFITS

## GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

## FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

## HEALTH AND WELLBEING

### PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

### PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

### HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

## LEARNING AND DEVELOPMENT

### COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

### LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

### ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

### APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job





## JOB DESCRIPTION

<b>Job Title</b>	<b>Senior Research Co-ordinator</b>
<b>Band</b>	<b>4 (subject to A4C banding)</b>
<b>Directorate</b>	<b>Research and Innovation</b>
<b>Accountable to</b>	<b>Research Governance and Quality Assurance Lead</b>
<b>DBS Required?</b>	<b>No</b>

## JOB PURPOSE

The main purpose of the role is to support the Research Delivery Team with all aspects of research project administration and co-ordination, according to Good Clinical Practice (GCP), protocols, Standard Operating Procedures (SOPs), Trust policies and national timelines.

The post holder will provide support to the R&I Team and Research active clinicians.

The post holder will assist with the administration and co-ordination of research projects from feasibility to archiving including (but not limited to):

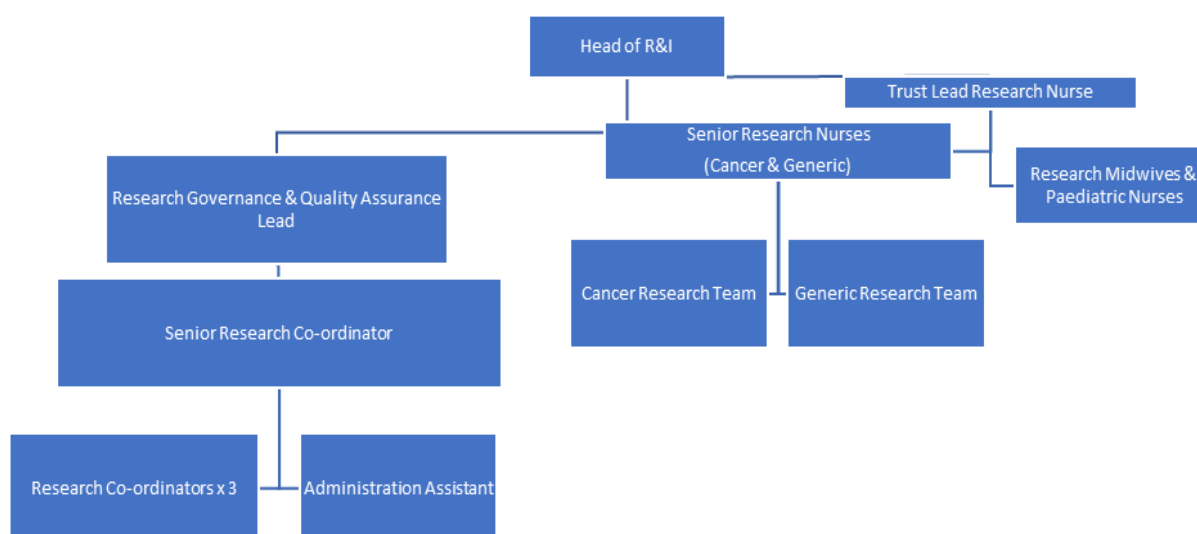
- Line manage Research/Data Co-ordinator (s) and Administration Assistant(s)

- Assist with the efficient and timely set up of research projects.
- Manage own workload for daily trial activity including case report form completion and amendment processing to meet internal and external deadlines.
- Assist with preparation for audit, monitoring, and inspections within assigned teams.
- Assist with closedown and archiving of research projects.
- Assist with quality assurance of all trial related documentation in accordance with relevant legislation and guidelines.
- General research project related communication in accordance with the Data Protection Act.
- Wider promotional activities including intranet, internet, social media, and events.

The post holder will work within the guidelines of GCP at all times.

## Organigram

The Research and Innovation (R&I) department are responsible for overseeing all research that takes place at The Shrewsbury and Telford Hospital Trust. We have dedicated teams who provide support, advice, and guidance during the research process, from conception to completion. The R&I department is made up of professionals from a variety of disciplines including: Quality Assurance, Project Management and Data Management; Governance; Radiography; Nursing; Midwifery and Paediatrics.



## KEY AREAS OF RESPONSIBILITY

The specific responsibilities will depend on the requirements of each team, but may include:

3.1.1	Act as a point of contact for the R&I team, research project sponsors, clinical research organisations and specific research teams, communicating directly with them regarding research project set up and general conduct.
3.1.2	Provide line management and support for the Research/Data Co-ordinator and Administration Assistant under the guidance of the Research Governance and Quality Assurance Lead.
3.1.3	Co-ordinate appropriate activities within an assigned team, under the guidance of the Principal Investigators, Research Nurses/Midwives and Research Governance and Quality Assurance Leads to: <ul style="list-style-type: none"> <li>• Set up and initiate research projects.</li> <li>• Implement amendments.</li> <li>• Maintain investigator site files and essential documentation (paper and electronic)</li> <li>• Manage audit and monitoring schedules, actions, and completion.</li> <li>• Close down and archive research projects.</li> </ul>
3.1.4	Arrange team and research project related meetings as required, producing minutes in a timely manner.
3.1.5	Ensure that data is available and up to date for any meetings related to a research project.
3.1.6	Support R&I Team with finance elements.
3.1.7	Attend project related meetings to convey the relevant information to the research project team.
3.1.8	Support the Research Governance and Quality Assurance Leads to develop inductions and training as appropriate.
3.1.9	Assist in the production of presentations and posters for national and local research related events
3.1.10	Work closely with the R&I Team to ensure adherence to new SOPs and working procedures rolled out throughout the Trust.
3.1.11	Work in liaison with the with R&I Team to maintain and update the R&I intranet, internet and social media pages.
3.1.12	Support R&I projects as and when necessary.
3.1.13	Undertake any other tasks as deemed appropriate/necessary by the Head of R&I.
3.1.14	Complete quality improvement training, seeking opportunities to implement in daily workload and support others to do this.
3.1.15	Plan own day to day work, organising and prioritising own workload within the Trusts policies.
3.1.16	Have a good understanding of the EDGE system in order to support queries, audit, finance and completeness.
3.1.17	Support event planning for the R&I Team.

## SYSTEMS AND EQUIPMENT

The post involves working safely and effectively with equipment essential for the involvement of the Trust in research and innovation:

- Telephone, computer, & photocopying systems
- Hospital computerised records and national web-based research systems
- Keyboard skills and sound knowledge of Microsoft Word, Excel and PowerPoint and PDF files.
- Use of EDGE and other databases such as RedCAP



## **DECISIONS, JUDGEMENTS AND FREEDOM TO ACT**

The post holder:

- works autonomously within local policies & procedures, research protocols and the national research governance framework, liaising closely with the Research Governance & Quality Assurance Leads
- must recognise when to refer problems to the Research Governance & Quality Assurance Leads
- must have up to date knowledge of current research legislation and data protection requirements applying this to all research records whether paper or electronic

## **COMMUNICATION AND RELATIONSHIPS**

Excellent communication skills are required to communicate both verbally and in writing with a range of clinical and non-clinical staff within and outside the Trust to ensure research legislation is adhered to and national research targets are met and to appropriately manage telephone calls from patients and carers.

## **PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF POST**

- Occasional indirect exposure to distressing or emotional situations related to patients with a cancer diagnosis.
- Large proportion of time spent at a computer.
- Long periods of concentration required on a regular basis with the need to frequently re-prioritise work to support the needs of the service.

This job description does not contain an exhaustive list of duties and you may be required to undertake additional responsibilities. It is a dynamic document which will be subject to review with the post-holder in order to adapt and develop the role according to service needs and Trusts policies



## PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.



# QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Educated to degree level or can demonstrate equivalent relevant experience.</li> <li>Knowledge of Microsoft office, wide range of administrative systems and web-based software acquired through NVQ level 3 or equivalent qualification/experience plus relevant practical experience.</li> </ul>	<ul style="list-style-type: none"> <li>Business or management qualification.</li> </ul>

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Experience of managing junior staff.</li> <li>Significant administrative experience.</li> <li>Experience of supporting the business management process.</li> <li>Knowledge and good understanding of GCP guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of medical terminology.</li> <li>Knowledge of the legislation related to research.</li> <li>Knowledge of the research approval process</li> <li>Experience of working in research administration.</li> <li>Experience of NHS R&amp;D approval processes.</li> <li>Clinical research experience.</li> <li>Experience of working in a health care environment</li> <li>Knowledge and good understanding of the UK Policy Framework for Health and Social Care</li> </ul>

# SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"><li>• Excellent communication skills in order to communicate effectively with people from a wide range of professional and academic backgrounds.</li><li>• Effective organisational skills demonstrated by a proven ability to prioritise, successfully initiate and complete work under pressure managing conflicting demands, interruptions, and deadlines.</li><li>• Ability to work autonomously, managing own workload effectively, whilst working as part of a team.</li><li>• Attention to detail.</li><li>• Highly committed to developing and maintaining up to date knowledge of the NHS research process.</li></ul>	

## GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

## HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

# INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

# INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.



# PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

# SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

# SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

# CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

## EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

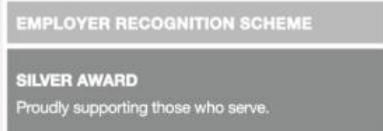
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

## NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

## MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





## The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

## The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital