

# Senior Research Nurse

## Job Description & Person Specification –

A summary of the role responsibilities and person specification

### Why Our Trust?

#### Terms and conditions

**Post – Senior Research Nurse**

**Division – Specialised Services**

**Department – Clinical Trials**

**Band – 7**

**Salary - £43,742 - £50,056 pa pro rata**

**Location – Bristol Haematology and Oncology Centre**

**Annual leave – Up to 33 days dependant on NHS Service**

**Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)**

#### Job Purpose

The post holder will work as an integral senior member of the Clinical Trials Unit (CTU) team and across Multidisciplinary Teams (MDTs) within Bristol Haematology & Oncology Centre (BHOC)/University Hospitals Bristol and Weston NHS Foundation Trust. Working closely with the CTU manager/ Lead Research Nurse, BHOC Consultant Research lead and Principal Investigators, the post holder will provide clinical trial leadership in the management of a portfolio of Oncology trials. The post holder will utilise skills of clinical expertise, leadership, education, and management to ensure a seamless service for patients, carers, and staff. They will provide advice, support and information throughout the clinical trial pathway and ensure all trial activities comply with legal/regulatory requirements and research Good Clinical Practice (ICH/GCP) for Clinical Trials of Investigational Medicinal Product (CTIMP) and Advanced Therapy Investigational Medicinal Products (ATIMP's)

The post holder is accountable for their own practice and will lead a defined team, supporting team performance, ensuring efficient and effective use of physical and human resources.

With clinical trials knowledge and expertise, the post holder will lead, alongside other Senior Management in the continued expansion and development of CTU to include a growing portfolio of Complex and Early Phase trials.

#### About us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

#### What you'll love about working here

**UHBW has been rated by the CQC as 'Good'** - Our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

**A digital exemplar**- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Access to further opportunities with the Trust** - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

#### Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly because of a characteristic protected by the Equality Act 2010.

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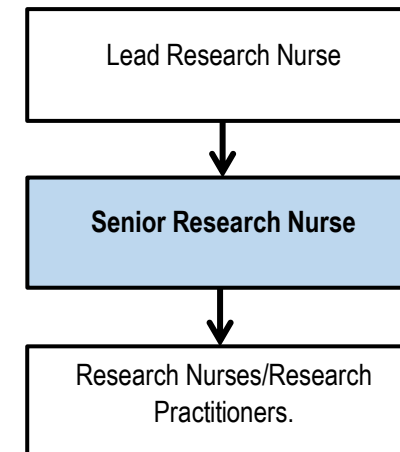
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**Main Duties and Responsibilities:** *(Detailed under each of the core accountabilities for the post)*

### Leadership and Management

1. To act as a senior member of the CTU team taking day to day responsibility for a defined team- the management of the research nursing workload, including undertaking appraisals and involvement in the recruitment and selection process.
2. Assist in the overall setting up, organisation and running of a clinical trial within the CTU ensuring it is run to ICH-GCP standards within the Research Governance Framework and adhering to other related regulations/Standard Operating Procedures.
3. Co-ordinate arrangements for patients participating in clinical trials, according to study protocols, and communicate all necessary information to relevant personnel.
4. Have oversight of the Oncology trials portfolio, working in collaboration with non-clinical managers, trial coordinators and the data management team and other members of the CTU team. Ensuring that information is kept up to date and the comprehensive portfolio is maintained as far as possible by working closely with investigators.
5. Provide leadership, facilitate orientation and training programs, ensuring information about studies is available and disseminated as appropriate. towards a con
6. Professionally accountable for all actions and recognises limitations of the role.
7. Assists the CTU manager in strategy for developing an early phase treatment unit and increasing recruitment into early phase trials
8. Represents the unit at various meetings including the divisional senior nurses

### Organisational Structure



### Key Relationships

CTU Manager, Lead Researcher, Trial Coordinators, Data Coordinators and Prime and Sub Investigators.

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meeting, ensuring communication of nursing related information to the team

9. Leading on continual improvement of service and change management projects.

### Clinical

1. In conjunction with other members of the healthcare team assist in the informed consent process.
2. Assess patients prior to, during and following trial treatment or care as required by the protocol. Ensure patient safety, accurate documentation of outcomes and side effects (toxicities), and that information collected is used effectively. Manage complex situations with consideration of a range of options to ensure the best outcomes.
3. Act as a resource for patients, carers and healthcare professionals regarding clinical trials.
4. Ensure that the philosophy of individualised, self-directed and patient centred care is maintained, liaising with other members of the multi-disciplinary teams as appropriate.
5. Attend ward rounds, clinic consultations and multi-disciplinary team meetings where appropriate, in order to facilitate continuity of care.
6. Co-ordinate the collection of patient information in the different clinical settings and undertake relevant administrative duties with support from the unit clerical staff.
7. Undertake venepuncture / cannulation as necessary and organise/undertake the spinning, storage, and transport of blood as per protocol, including the handling of dry ice where required.

8. Be responsible for administering drugs including cytotoxic and other novel compounds being investigated in Phase I, II and III studies and organising the giving of those standard treatments used within protocols.
9. Contribute to the trial set up process, including review of protocols and input into the study summary, obtain an understanding of the ethics and R&I approval process within the Trust
10. Ensure own practice is research/evidence based and work within appropriate regulations and guidelines, including ICH – GCP and Standard Operating Procedures, thus demonstrating specialist knowledge across the range of work procedures and practices underpinned by theoretical knowledge or relevant practical experience.

### Education

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1. Take responsibility for own personal and professional development.
2. Participate in nursing/unit audit and research projects within the Division.
3. Contribute to and participate in department and Divisional teaching programmes, working collaboratively and effectively to ensure knowledge required is passed on to colleagues involved in research within and outside the team.
4. Participate in teaching within and outside UHBW as appropriate

### Other

1. Co-ordinate the role of a link person e.g., health and safety / manual handling etc. as required by the department
2. The post holder would need to be willing to travel to study related meetings and training courses both within and outside the UK as part of this role, representing the department and hence the Trust.
3. Undertake and keep updated on Advanced Life Support Skills
4. Participate in Management Training.
5. Work flexibly according to the service needs of the wider BHOC & UHBW Community.

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**Personal Profile** - (E) = Essential (D) = Desirable

### Knowledge and Experience

- Thorough and up to date knowledge of nursing theory and best practice Research/ Clinical Trials(E)
- Significant relevant clinical experience in Oncology/Haematology Clinical Trials (E)
- Substantial current speciality experience (E)
- Evidence of recent teaching experience (E)
- Experience of undertaking research or audit projects (E)
- Experience and knowledge of advanced practice/protocols(D)
- Understanding of Early Phase Clinical trials (E)

### Skills and Abilities

- Highly effective communication skills - verbally and written to staff, patients and relatives including in situations of conflict or distress (E)
- Able to gain credibility with and influence colleagues including influencing clinical changes where appropriate (E)
- Strong organisational skills - prioritising complex situations (E)
- The ability to lead and influence change and change management (E)
- Demonstrates ability to implement and utilise audit data to improve quality (E)
- Able to advise on and implement improvements to the quality and efficiency of care for patients (E)
- Ability to act as facilitator, mentor, and supervisor to colleagues (E)
- Flexibility, adaptability to meet needs of a changing service (E)
- Ability to cope with emotional issues presented in the course of work, and to support others (E)
- Knowledge of national and local specialty specific issues (E)
- Information technology skills (E)
- Commitment to the development and provision of high-quality nursing care(E)

### Aptitudes

- Ability to gain influence and motivate people (D)
- Ability to work flexibly according to role need(E)
- Enthusiasm for and desire to embed research within clinical practice(E)
- Proactive in professional development for self and others(E)
- Personal focus on the 6 Cs: Care, Compassion, Courage, Commitment, Competence & Communication(E)

### Qualifications and Training

- Registered Nurse Level 1 (E)
- Current NMC Registration (E)
- 1st Degree in nursing or health related subject or willingness to undertake (E)
- Relevant accredited post registration modules at level 3 (E)
- Qualification in Teaching and Assessing (E)
- Evidence of master's level academic study or willingness to work towards Masters (in relevant health related subject) (D)
- Management qualification (D)
- Non-Medical Prescribing (D)



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### Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

### Workplace health and wellbeing

The Trust Workplace Wellbeing Framework encourages all colleagues to look after their own wellbeing as well as supporting the wellbeing of colleagues. Line managers will oversee the wellbeing of their team, making wellbeing a priority when considering ways of working and will undertake regular health and wellbeing conversations that are supportive, coaching-style one-to-one discussions focused on building team resilience. To assist this, the Trust offers comprehensive wellbeing provision for employees, students, volunteers, and managers.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

### Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.