

# North Bristol NHS Trust

Exceptional healthcare, personally delivered

## Job Description

### Job Details

Job Title: Research Nurse

Grade: 5

Department: Research and Development

Directorate: Strategy and Transformation

Location/Base: Trustwide

### Job Summary

The post holder will be responsible for the setup, maintenance, and close down of studies including those adopted to the NIHR Portfolio, in accordance with local, national and international legislation. The post will entail assessing patients' suitability, ensuring informed consent is obtained; co-ordinate the logistics for patient visits and undertake patient assessments in accordance with study protocol. All data to be recorded, including adverse and serious adverse events, in accordance with ICH-GCP and local national and international legislation.

Facilitate the set-up of studies working with the R&I department and relevant network. It will be the post holder's responsibility to ensure studies are delivered in line with agreed targets

The post holder is expected to develop skills in accordance with the RCN Competency Framework for Research Nurses.

Whilst the post holder will be allocated in the first instance to work within a specific research team and clinical environment, as outlined within the Memorandum of Understanding, they will be expected to work in an alternative research team/ clinical environment to meet the needs of studies throughout NBT

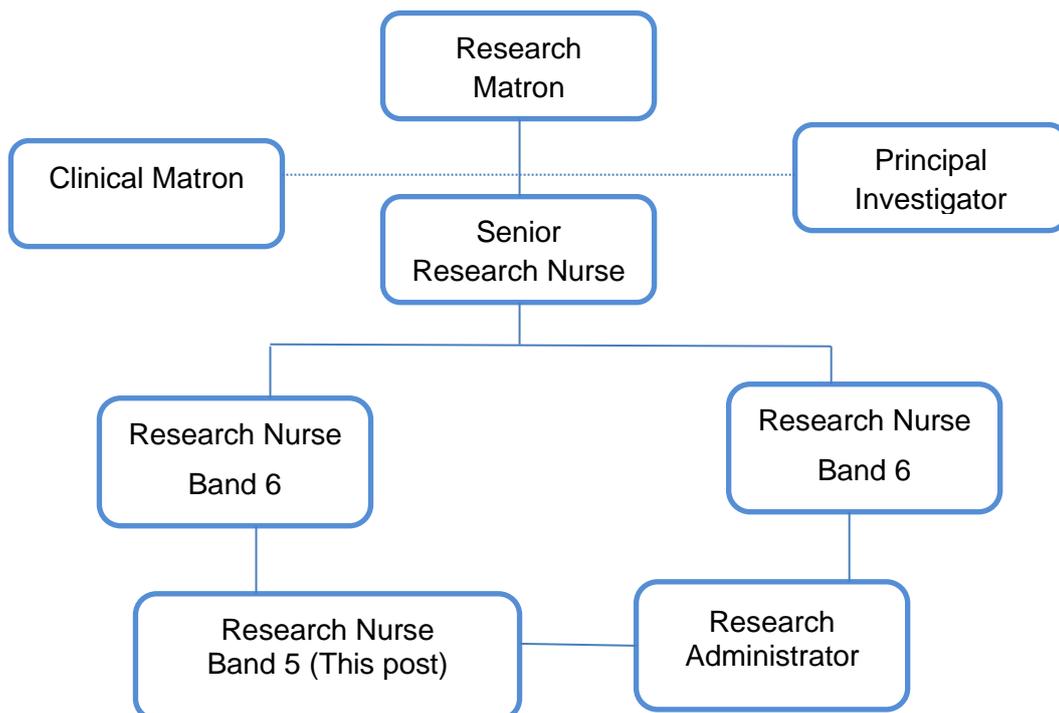
This appointment is offered on a fixed term basis to accomplish a particular task or assist in defined projects which is expected to last for a discrete period of time

- North Bristol Trust cannot at this present time extend or renew it beyond its expiry appropriate to the post-holder's knowledge and experience.
- Participate in the development, contribution and evaluation of educational programmes within the research team.
- Undertakes assessment of feasibility, risk and appropriateness of research appropriate to the postholder's knowledge and experience
- Facilitate the development of other staff and contribute to core research training within the department/team.

### Clinical

- Exercises clinical judgement in response to patient observations and status; initiate appropriate remedial action.
- Contributes to the delivery of a high standard of evidence-based nursing care
- Undertakes advanced clinical skills, for example, venepuncture and cannulation, ECG acquisition, IV drug administration.

### Organisation Chart/Accountability



## Knowledge, Training, Experience And Skills Required

- Registered General Nurse.
- Well developed listening, interpersonal, time management and team working skills.
- Evidence of further education / continuing professional development.
- Demonstrates the possession of a broad range of advanced clinical and assessment skills in an acute setting.
- Maintains and develops professional knowledge, skills and competence to ensure the delivery of evidence-based practice in line with the Nursing and Midwifery Council's Code of Conduct.
- Supervisory skills for junior members of staff and students.
- Keyboard skills
- IT skills

### Communication

- Excellent communication skill with the ability to communicate complex sensitive information to participants and families / carers.
- Demonstrates excellent written and verbal communication skills

### Management and Education

- Organise own work on day to day basis.
- Actively seeks to achieve the Trusts Organisational Objectives
- Participate in the education of participants, carers, colleagues and learners, at a level appropriate to the post-holders knowledge and experience.
- Participate in the development, contribution and evaluation of educational programmes within the research team.
- Undertakes assessment of feasibility, risk and appropriateness of research appropriate to the postholder's knowledge and experience
- Facilitate the development of other staff and contribute to core research training within the department/team.

### Clinical

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## Main Duties & Responsibilities Of The Post

### **Clinical Trial Set-Up**

- Contribute to the assessment of trial protocols and safety, regulatory and logistical issues in the running of the trial
- Contribute to trial feasibility meetings
- Facilitate Site Specific Assessment procedures
- Liaise with the R&I team to ensure all projects have been given full NBT and REC approval prior to commencement
- Liaise with NIHR Clinical Research Network personnel in the trial set-up
- Support senior staff to undertake trial set up

### **Clinical Trial Running**

- Support local Principal Investigators in meeting their responsibilities outlined in the Research Governance Framework, Medicines for Human Use (Clinical Trials) Regulations
- Maintain Investigator Site File(s) and complete Case Report File / eCRF with a high degree of accuracy
- Support PIs to ensure all Adverse Events are reported in line with the NBT Adverse Events Reporting policy
- Support the PI in ensuring all reporting to regulatory bodies and Research Networks (if applicable) is done in a timely manner
- Support the study team to ensure that all equipment used in the trial is appropriately calibrated and ensure retention of supporting documentation.
- Performs all visits, observations, and interventions with the participants in accordance with the procedures and schedule of the study protocol and as directed by the senior research staff.
- Ensure appropriate trial information and data is contained in patient's hospital notes.
- Complete monthly recruitment / accrual figures for the appointed person at NBT / NIHR Clinical Research Network under the guidance of senior research staff
- Ensure Protocol amendments are incorporated into research practice
- Under the guidance of the senior research nurse / AHP identify studies suitable for the band 5 to undertake with limited supervision.
- Provides and receives complex information in the process of explaining study involvement and obtaining informed consent for the identified studies.

- Under the supervision of senior research nurse / AHP undertake the management of the research related care of a group of study participants over the period of the identified study, which includes:
- The assessment of patients/volunteers for eligibility for research and monitoring their condition throughout their participation.
- Assist in recruitment, follow up and data entry during the period of the trial.
- Acts in the best interests of the research subjects to ensure their rights are upheld.
- Work within the range of research guidelines, ethical principles and protocols, whilst adhering to organisational policies and procedures.
- Contribute to Clinical Governance at a level appropriate to the post holder's knowledge and experience.
- Observes the confidentiality of patient information at all times, in accordance with the Data Protection Act and Caldicott regulations.
- Develops research related knowledge in relation to research governance, International Conference of Harmonisation – Good Clinical Practice and the EU clinical trials directive in line with band 5 research nurse competencies
- Communicates to the senior research nurse / research nurse team / R&I / NIHR Clinical Research Network lead regarding research subjects, trial progress, workload issues and personal development.
- Will develop research knowledge and advanced clinical skills including assessment techniques appropriate to postholder's knowledge and level of responsibility

### **Study End**

- Ensure all data clarification issues are resolved quickly
- Manage the archiving of study related documentation in line with the Trial Agreement and ICH-GCP

### **Resource Management**

- Be responsible for the handling of patient valuables and the reimbursement of patient expenses incurred as a result of study participation.
- Shared responsibility for the safe use, maintenance and storage of computers, photocopiers and other office equipment.
- Contribute to effective stock control/maintenance.
- Contributes to selection and purchase of study specific equipment and clinical supplies

### **Education**

- Identify own learning needs and proactively seek educational opportunities through the clinical area, R&I and NIHR Clinical Research Network as appropriate.
- Will be expected to facilitate the development of other staff.
- Develop skills in accordance with RCN 'Competency Framework for Research Nurses' appropriate to the Band 5 role
- Undertake and maintain ICH-GCP Training

### **Other**

- Competent in and uses on a daily basis word, spreadsheet and database programs, patient administration systems and the departmental software planning system "wall chart."
- Regularly uses software to develop documents or reports, including spreadsheets for external agencies where manipulation of the formulae is required (e.g. electronic data capture).
- Promote the Trust's Organisational Objectives
- Promote research within the clinical environment

### **Working Conditions / Effort**

- Primarily office based (VDU user), working across Trust
- Occasional meetings off-site
- Frequent need for extended concentration for long periods
- Frequent unpredictable interruptions
- Occasional dealings with distressing information
- Dealing with difficult circumstances and staff issues
- Requires occasional lifting of files/boxes
- Exposure to biological substances
- Evening and weekend shifts as research study requires

**NBTCARES**



NBT CARES. It's a very simple statement; one which epitomises how everybody across our organisation goes the extra mile to ensure our patients get the best possible care.

NBT CARES is also an acronym, standing for caring, ambitious, respectful and supportive – our organisational values.

And our NBT CARES values are underpinned by our positive behaviours framework – a framework that provides clear guidance on how colleagues can work with one another in a constructive and supportive way.

## Improving the patient experience through your work

Patients are the most important people in the health service and are at the centre of what we do. Patients and carers are the 'experts' in how they feel and what it is like to live with or care for someone with a particular illness or condition. The patients' experience of our services should guide the way we deliver services and influence how we engage with patients every day in our work.

All staff should communicate effectively in their day to day practice with patients and should support and enable patients/carers to make choices, changes and influence the way their treatment or care is provided. All staff, managers and Board members should work to promote effective patient, carer and public involvement in all elements of their work

We have a duty to involve, engage and consult with patients, carers and families about plans for health facilities and the provision of our services. North Bristol NHS Trust wholeheartedly embraces the principles of patient partnership and has made clear its commitment to involve patients in key aspects of its work.

## Infection control

Compliance with all infection control policies and procedures will form an integral part of the practice of all staff working in a clinical environment. Each staff member will be responsible for familiarising themselves with the Infection Control Manual in the clinical areas and on LINK the Trust's Intranet site. Staff must keep up to date with new policies and subsequent implementation in practice.

Staff must seek support and advice from Infection Control in all instances where cross infection is likely to have occurred or when managing situations involving patients with infections where guidance provided in the Policies is not applicable.

All staff must contact the Occupational Health Dept if they are suffering from any form of infection which may put patients and other staff at risk.

## Commitment to health and safety, no smoking, equal opportunities and harassment and bullying

### **Health and Safety/Security**

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

## **Commitment to health and safety, no smoking, equal opportunities and harassment and bullying (cont.)**

### **No-Smoking Policy**

As an NHS employer, the Trust has a duty to its staff and patients to protect them from the health hazard that smoking represents. Consequently, in line with the public health white paper, *Choosing Health*, the current policy will be that smoking will not be permitted anywhere on Trust property including all buildings, grounds and within leased/owned vehicles of the Trust. This applies to all staff, patients and visitors of the Trust. Failure by staff to comply with this requirement may result in recourse to the disciplinary procedure. Employees also have a responsibility to remind members of the public, visitors and other staff to refrain from smoking on Trust premises and to inform the appropriate manager if they witness repeat non-compliance.

### **Equal Opportunities**

North Bristol NHS Trust has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and the Trust's Equal Opportunities Policy.

All staff hold personal responsibility for the application of this policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly, all staff have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations.

Copies of the Equal Opportunities Policy are available in the Personnel Policies and Procedures file in every department and on the intranet.

### **Harassment and Bullying**

We believe that all people, whether staff, patients or visitors, are entitled to an environment in which the dignity of the individual is respected.

We are also firmly committed to promoting an organisational culture which values diversity and equality of opportunity and to preventing discrimination in all aspects of its employment practices and services. We regard harassment and bullying as totally unacceptable forms of behaviour that will not be tolerated or condoned.

## **Confidentiality and freedom of information**

Information relating to patients' records, diagnosis and/or treatment of patients, staff records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be **confidential** and must not be divulged without prior authority other than in accordance with the provisions of the Trust's Policy on raising concerns about Health Care Services as may be amended from time to time. Breaches of confidentiality will result in disciplinary action, and may result in dismissal. Managers are also required as a condition of this Contract to represent the views of the Trust in any dealing they may have with Trust employees, their representatives, the media, general public or other organisations in which he/she may come into contact.

However, as a public body, the Trust has a requirement to publish particular information. Therefore, in addition to the above confidentiality requirements you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all staff to comply with the rights of the public to access information. Any altering, destroying or concealing of information held by the Trust with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

## Safeguarding

North Bristol Trust are committed to safeguarding and promoting the welfare of children, young people and adults and to protecting them from all risks of harm. The organisation expects all staff to work to national and local children and adult safeguarding policies and procedures. The trust expects all staff and volunteers to be dementia aware and to support the care of people with dementia. All staff are expected to share this commitment and meet the competencies relevant to their role.

## Job Description Agreement

Completed by.....

Authorised by..... Date.....

*This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Trust's requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the postholder prior to the changes being made*