

## VELINDRE JOB DESCRIPTION TEMPLATE

### JOB DETAILS:

Job Title	RESEARCH NURSE
Pay Band	BAND 5
Hours of Work and Nature of Contract	37.5
Division/Directorate	VELINDRE CANCER CENTRE
Department	CLINICAL TRIALS UNIT
Base	VCC

### ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Research Team Leader
Reports to: Name Line Manager	Research Team Leader
Professionally Responsible to:	Head of Nursing and quality Velindre NHS Trust

#### Accountable

- Do what you say you are going to do
- Be personally and professionally responsible
- Fulfil your role and deliver high quality outcomes
- Feel empowered to take action and challenge inappropriate behaviour

#### Bold

- Be ambitious, innovative & able to take decisive action
- Choose to do the right thing & not the easy thing
- Have a 'Can Do' and proactive approach

#### Caring

- Be kind, respectful & make people feel their views have been taken seriously
- Be inclusive and equitable, valuing all contributions
- Demonstrate excellence in clinical interventions

#### Dynamic

- Be agile & flexible, responsive and adaptable to change
- Be innovative & creative, always look for opportunities to improve
- Positively engage with change, collaborative & willing
- Be resilient & ready to adapt

**Job Summary/Job Purpose:**

- Work with a team to assist in co-ordinating a portfolio of cancer clinical trials.
- To provide information to cancer patients, considering entry in to specific cancer research studies.
- To assist with the co-ordination of a portfolio of clinical trials and research studies across various cancer disease sites.
- Provide some administrative and data management support for all aspects of trial organisation as a member of the clinical trials unit research network team.
- To communicate and collaborate with local regional and national organisations regarding administration of research as required.
- To deliver trials Systemic Anticancer Cancer Treatment (SACT).

**DUTIES/RESPONSIBILITIES:****Communication**

Communicate effectively with, R&D offices, Investigators and members of the multi-disciplinary research teams, pharmaceutical companies and research organisations.

Respond to patients, and their family's telephone calls empathetically.

Attend regional network, all Wales and national meetings as required with feedback to relative personnel.

Communicate effectively with other departments.

Provide information/answer queries from members of the MDT, departments within the Trust and outside agencies as required in relation to the clinical trials portfolio.

Give complex information in a format the patient understands and answer questions fully in order for the patient to make an informed decision.

**Information Processing**

Undertake accurate data entry using computerised and / or paper-based systems.

Assist teams in maintaining computer systems for managing trials portfolio of studies and providing annual reports.

Collection of complex data on a specific portfolio of studies as per Good Clinical Practice (GCP).

Able to receive, handle, analyse and resolve data queries promptly. Direct unresolved queries to appropriate team member.

As part of the team assist in preparation of accurate trial reports and presentations and assist in providing accrual figures to the South East Wales Cancer Research Network.

Use of ECG's Blood pressure machines and other equipment required to monitor the patient.

Accurately record monthly clinical trial recruitment activity.

**Service Management**

Assist team members in research submissions and amendments as appropriate to, research and development offices, and other required approvals, as per Good Clinical Practice (GCP) and in accordance with Research Governance and other regulatory requirements.

In collaboration with other members of research staff, ensure that the site files for the studies are maintained according to regulatory requirements and data is provided promptly.

Co-ordinate protocol generated assessments, questionnaires, and diaries. Prioritise workload.

Assist Research Officer as required in accurate preparation of patient files for next clinic visit.

To promote flexible working in a specified clinic performing tasks as required within scope of this role.

Preparation of patient files at the end of clinic in readiness for following appointment. To include preparation of:

- Blood forms
- Next cycle work sheet
- Questionnaires
- Booking research bloods in the diary
- Correct clinic appointment booking

Timely data submission post clinic to the data management team.

Assess along with the assistance of the Senior Research Nurse patient's suitability for entry in to specific research studies.

Provide information to cancer patients and carers considering entry in to specific cancer research studies, ensuring a high standard of informed consent.

Administer Quality of Life questionnaires to patients, provide instruction and subsequent collection.

Provide non-clinical and clinical advice to patients and their relatives within scope of knowledge.

Collect any blood samples required as part of the clinical trial and ensure safe and appropriate preparation and storage of specimens. Training will be provided.

Provide continuity of care for patients and their carers throughout the trial programme.

Provide specific advice and support as appropriate.

To promote a safe clinical environment for all patients, visitors and staff.

To be accountable for own actions in accordance with the NMC Code of Conduct (NMC, 2002) and to be aware of own limitations.

Administration of trial SACT treatments.

### **Service Improvement**

Adhere to Clinical Trial Unit Standard Operational Procedures (SOP) and Trust policies without supervision.

Responsible for allocated SOP update and subsequent training of staff in line with local, national and legislative changes.

### **Finance and Resources**

Responsible for reporting defective equipment to relevant department.

Observe personal duty of care when using equipment.

Ensure cheques and invoice requests related to portfolio are checked for accuracy and processed in accordance with units SOP.

### **Personal and People Development and People Management**

Assist in providing training for research staff/colleagues from within the Trust or South East Wales Network as the need arises.

Mentor new research staff and provide training in own discipline as required.

Maintain a standard of conduct and dress to sustain public confidence in accordance with professional code of conduct and trust policies.

Abide by uniform policy as set by the trust and localised to the research department.

### **Effort and Environmental (physical, mental emotional and work conditions)**

Use of ECG's Blood pressure machines and other equipment required to monitor the patient.

Administration of SACT.

Use of computers daily for extended periods of time.

Key board skills with a level of accuracy necessary for professional practice purpose: WPAS, WCP, Chemo Care EDC programs.

### **Clinical Skills**

Adhere to EU legislation-Good Clinical Practice (GCP) and Research Governance Framework on a day-to-day basis.

Nursing Degree

Knowledge of research terminology acquired through experience.

Complete and maintain detailed and comprehensive study records such as case report forms, trial master files and provide administration support as required.

Ability to undertake clinical procedures such as venepuncture\*, cannulation\*, height, weight, blood pressure, ECG, history taking, drug administration and study specific examinations as required. \* Training will be provided as required.

Administer oral sub cutaneous and IV medicines as prescribed with adherence to Guidelines For Medicines Administration (NMC, 2002) and Velindre Cancer Centre Medicines Management Policy.

To achieve competencies in cannulation and venepuncture and complete specific delivery device assessments.

To achieve competencies in administration of:

- Chemotherapy
- Bolus drug
- IV drug administration
- Ambulatory drug administration.

To have an awareness of the side effects of any treatment in progress and to be able to adopt a problem-solving approach to minimise the potential adverse reactions.

Escalate and record adverse events and suspected unexpected serious adverse events that occur whilst the patient is on the study in line with the study protocol and local policies and regulatory requirements.

## **PERSON SPECIFICATION**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	1 <sup>st</sup> Level registered Nurse with evidence of continued professional development Knowledge of NMC Standards	SACT delivery skills Knowledge of oncology and research terminology	Application form and pre-employment checks
<b>Experience</b>	Experience of working in the NHS setting.	Experience in clinical trials or Oncology	Application form and interview
<b>Aptitude and Abilities</b>	Excellent communication skills- verbal and written. Ability to multi task. Ability to prioritise workload. Excellent attention to detail. Ability to work on own initiative as well as part of a Team. Excellent telephone manner	Evidence of previous patient/client and MDT contact within work environment. Venepuncture training (or willingness to undertake training) Inputting/extracting information into databases. Excellent computer skills Ability to Speak Welsh SACT passport or willing to undertake	Interview
<b>Values</b>	Flexible approach to the needs of the service. Demonstrates attention to detail. Demonstrates creative and innovative ways of working. Evidence of team working. Evidence of commitment to new learning environments		Application Form Interview References
<b>Other</b>	Presentable appearance Punctual Ability to travel between sites in a timely manner	A flexible approach to working hours	Application form and interview

### **GENERAL REQUIREMENTS**

Include those relevant to the post requirements.

- **Values:** All employees of the Trust 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.

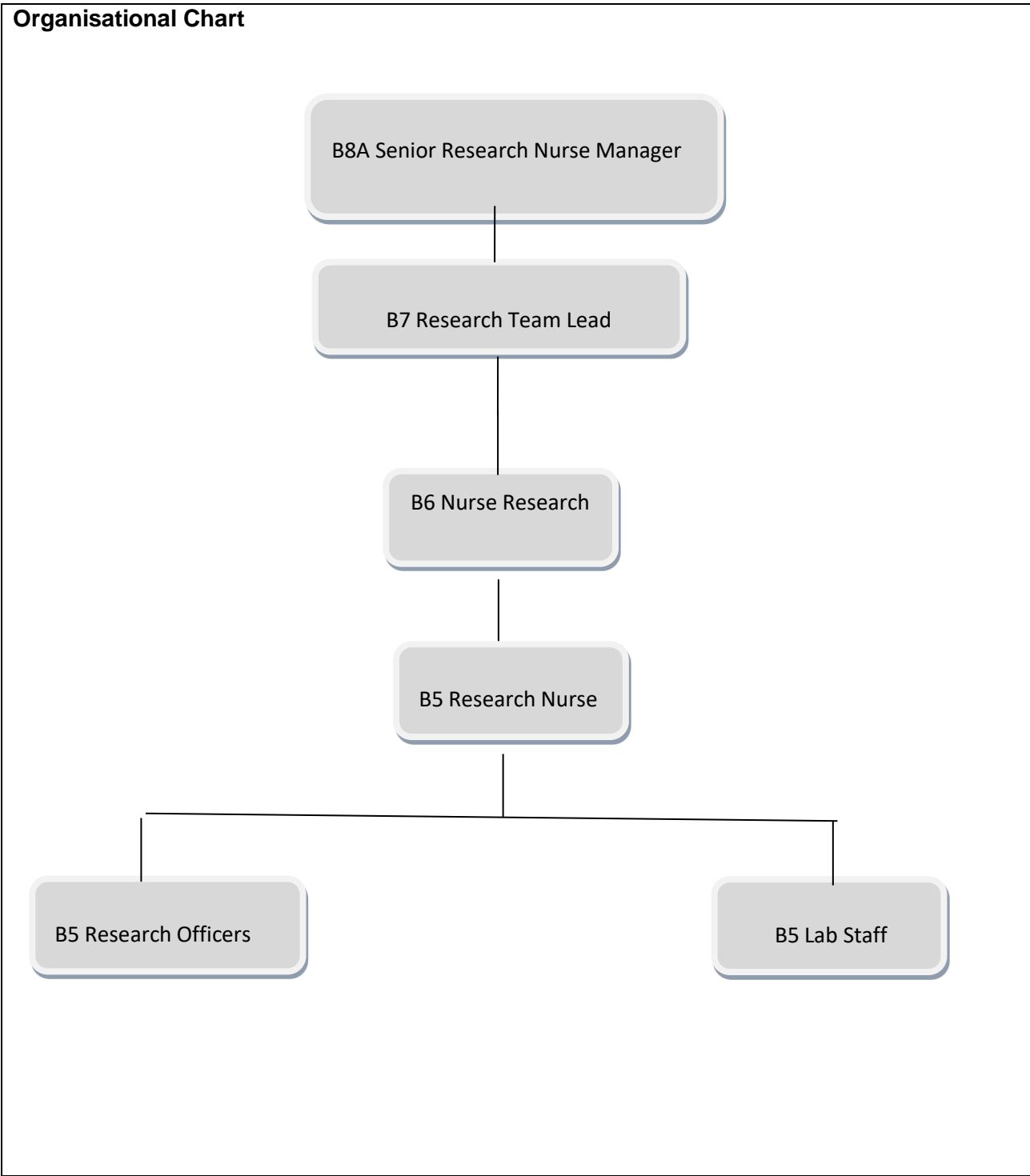
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high-quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed 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 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.
- **Data Protection Act 1998:** 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 Data Protection Act 1998 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 (Data Protection Act) 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 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 is committed to ensuring that no job applicant or employee receives less favourable treatment on 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 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.
- **DBS Disclosure Check:** In this role you will have direct contact with patients/service users/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **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 Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board 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.

Job Title: B5 Research Nurse

Organisational Chart





**Job Title: B5 Research Nurse**

**Supplementary Job Description Information**

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

**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. Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, for example, 'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week /	For how long?	Additional Comments
Long periods sitting using VDU	Daily	As required	
Lifting of bulky case report forms and trial site files	As required	N/A	

## 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. Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day. For example. 'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
The work entails concentration with frequent unpredictable interruptions	Daily	As required	
Transcribe complex data from case notes into case report forms	As required	N/A	
Resolve data queries for a wide portfolio of studies	As required	N/A	

## 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. Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with. For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Contact with some patients can be difficult and challenging	As required		Contact with some patients can be difficult and challenging
Dealing with distressed patients and their relatives due to the cancer diagnosis which can be stressful	As required		Dealing with distressed patients and their relatives due to the cancer diagnosis which can be stressful

## 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. Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month. Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - **\*Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Use of VDU	Daily	Long periods	