Band 6 Clinical Research Midwife – W&C Research Unit

Job Description & Person Specification –

A summary of the role responsibilities and person specification

University Hospitals Bristol and Weston NHS Foundation Trust

Why Our Trust?

Terms and conditions

Post – Clinical Research Midwife (primary role NHS Generation study)

Division – Womens and Childrens

Department – Womens and Childrens Research Unit

Location – St Michaels Hospital, Bristol

Band – 6

Salary – £35,392 - £42,618 per annum

Contract – 12 months fixed term, 37.5hrs (full time)

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

Job Purpose

The primary role of the post holder will be to work alongside other research midwives and genomic practitioners to ensure delivery of the NHS Generation Study Programme. Further information about the Generation Study is available at: https://www.genomicsengland.co.uk/initiatives/newborns
As part of the wider Womens and Childrens Research Unit they will also contribute to other activities of the research midwife team under direction of the lead Research Midwife.

The clinical research midwife is expected to support the management and delivery of clinical trials. They will have knowledge and understanding of the regulatory and legal frameworks related to the planning, undertaking and closure of clinical research studies and therefore act as a resource for staff, researchers, research participants and patients. They will take a lead in ensuring the safe, effective, and patient facing delivery of a designated number of clinical research studies. They will be an experienced midwife, competent in clinical skills and therefore able to deliver the required study procedures.

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.

We are supportive respectful innovative collaborative. We are UHBW.

LOVE LIFE, LOVE BRISTOL & WESTON

MINDFUL EMPLOYER

Version Issued: December 2021

PROUDLY SUPPORTING THOSE WHO SERVE.

disability confident EMPLOYER

Inspected and rated Good CareQuality Commission

Band 6 Clinical Research Midwife – W&C Research Unit

Job Description & Person Specification –

A summary of the role responsibilities and person specification

University Hospitals Bristol and Weston NHS Foundation Trust

Women's & Children's Research Unit

This post is part of the Women's and Children's Research Unit which facilitates the delivery of research across the whole division with a substantial portfolio of studies across women's and children's. It is expected that the research midwife will be primarily working on the NHS England Generation study, and also have the opportunity to support other complex maternity and gynaecology studies within the bounds of their registration; Where the post holder has limited clinical expertise, they will receive the appropriate support and training.

Main Duties and Responsibilities

Study Set Up:

- Ensure all elements of set up are completed in accordance with UK and EU legal requirements, Trust policies and ICH-GCP or IS0 14155, as appropriate, whether conducted personally or through appropriate delegation.
- Provide advice and guidance on matters relating to research ethics and governance and in preparing submissions for regulatory and trust approval.
- Have a knowledge and understanding of research design and methodology.
- Contribute to the assessment of study protocols and advise on any safety, regulatory and logistical issues.
- Provide oversight, and primarily work on the NHS England Generation study and support set-up of designated number research studies within the unit.
- Act as point of contact for R&D in the feasibility process for designated studies.
- Project manage study set up with colleagues from around the trust (support departments, finance etc) and within the University of Bristol (academic studies).
- Use midwifery clinical skills and experience and understanding of clinical operational challenges when assessing study feasibility and partnership working with multiple teams.

Study Conduct:

- Comply with requirements for Good Clinical Practice (GCP) and support local Principal Investigators in meeting their responsibilities outlined in regulatory and legal frameworks.
- Support colleagues and researchers through the research study process, including the delivery of clinical aspects associated with the research study.
- Identify and screen appropriate study participants, in accordance with the protocol, and in conjunction with other members of the clinical and research team.
- Facilitate the informed consent process, ensuring that the consent form is completed accurately and filed as required, and that the patient fully understands:
  - the nature of the clinical trial or study
  - that trial or study entry is voluntary and that they can withdraw at any point without prejudice.
  - the nature of any extra procedures required by the trial.
- Ensure that processes and procedures for ensuring participant confidentiality are developed and adhered to in compliance with the Data Protection Act and Caldicott regulations.
- Provide knowledge and demonstrate accurate attention to detail in documentation tasks, including:
  - Investigator Site File maintenance
  - CRF completion
  - Documenting source data
- Contribute to the auditing and monitoring of research studies; respond to recommendations ensuring outcomes are shared within the unit, division and wider UHBW research community as appropriate.
- Act as a resource to PIs in ensuring all Adverse Events and Serious Adverse Events are reported in line with ICH-GCP, ISO 14155 and UHBW Adverse Events Reporting policy.
- Where appropriate, liaise with the R&D department in identifying any blockages to recruitment and the running of the trial; support the study team in developing strategies to mitigate them.
- Support the study team in ensuring all reporting to regulatory bodies, R&I and Research Networks (if applicable) is done in a timely manner.
- Support the study team to ensure that all research study equipment used is appropriately checked and calibrated with supporting documentation retained .
- Liaise with Sponsors to ensure all arrangements for research governance for each study are in place.

Study End:

- Ensure all data clarification issues are resolved quickly.
- Where appropriate, ensure a smooth transition from the research pathway back to the conventional treatment pathway.

Band 6 Clinical Research Midwife – W&C Research Unit

Job Description & Person Specification –

A summary of the role responsibilities and person specification

University Hospitals Bristol and Weston NHS Foundation Trust

Staff Leadership and Management

- Provide day to day management of the research team in the absence of the Band 7 Research Midwife, ensuring all staff and activities comply with trust policies and guidelines
- Ensure that standard operating procedures are followed by all members of the research unit
- Maintain standards of practice in accordance with the legal rules and statutory regulations set out by the NMC or appropriate professional body
- Act as a resource to research staff within the team
- Support the professional and educational development of research unit's clinical and support staff, assisting in identifying needs and finding solutions
- Support the training and ensure the appropriate supervision of research delivery staff, contributing to their mentorship and monitoring
- Line manage research delivery team staff within the unit as and when agreed
- Assist with the recruitment, selection, induction and orientation for new members of the research delivery and support teams
- Facilitate the unit working effectively and cohesively together, developing the relevant clinical skills and delivering studies to time and target
- Act as a role model in establishing good practice, standards of care and management that should be adhered to 24hrs a day
- Promote an approach to patients focussed on care and compassion, ensuring courtesy and respect at all times

Unit Management

- Support the development and updating of unit's policies and procedures
- Use judgment in relation to competing demands for funding, staff and unit resources
- Contribute to the control of the research unit budget ensuring adequate measures exist for delivery of the research studies
- Promote research activity, value of healthcare research and be a point of contact for those interested in research opportunities
- Respond to change in line with the needs of service provision
- Maintain a safe environment, for patients, staff and visitors, ensuring that all control measures comply with the UHBW current policies and procedures, and any statutory requirements, including all Health and Safety and Clinical Governance arrangements
- Ensure that all record keeping within the department is appropriate, timely and clearly understood for the purpose of patient care, safety and data integrity
- Provide line management and support for junior staff within the team.

Strategic Role

- Be a champion of clinical research
- Support and influence the embedding of clinical research and the Generation study within the division
- Foster good relationships with key division research leads / support departments / Institutes and partners to promote the efficient running of clinical studies and develop the division research portfolio
- Contribute to the development and updating of research policies and procedures within UHBW
- Take an active role in the activities of professional forums and networks
- Disseminate the results of research into clinical nursing and midwifery practice

Education

- Identify own learning needs and proactively seek educational opportunities to fulfil them
- Develop skills in accordance with NIHR Competency Framework, as appropriate to the Band 6 role and professional background
- Be a mentor and resource for junior colleagues within the unit.

Patient Care

- Promote an approach to patients focused on care and compassion, ensuring courtesy and respect at all times
- Ensure the safety of patients participating in research
- Plan patients' research contact in collaboration with their clinical services
- Deliver patient care appropriate to scope of practice alongside research activity
- Maintain standards of practice in accordance with legal rules and statutory regulations set out by the NMC
- Act as a role model in establishing good practice, standards of care and management that should be adhered to 24hrs a day

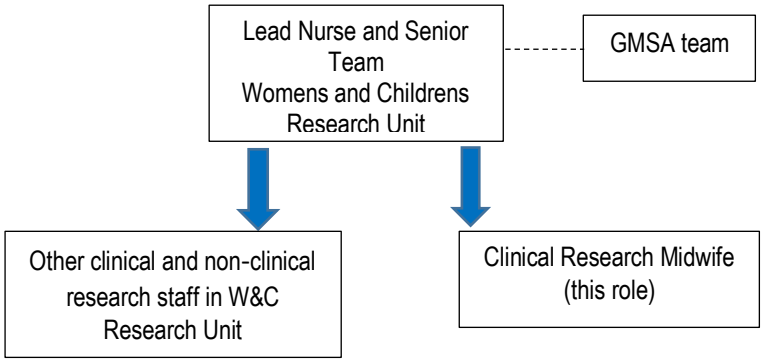
Band 6 Clinical Research Midwife – W&C Research Unit

Job Description & Person Specification –

A summary of the role responsibilities and person specification

University Hospitals Bristol and Weston NHS Foundation Trust

Organisational Structure



Key Relationships

- Senior Research Midwife for W&C Research unit
- Genomics Medicine Service Alliance (GMSA) team
- Research nurses/midwives/trial co-ordinators within the W&C Unit
- Lead Nurse for Research W&C
- Paediatric Research Sisters W&C Research Unit
- Medical and multi-disciplinary teams.
- Wards and departments within the W&C Division
- Other divisional research units and staff within the Trust
- The West of England Clinical Research Network
- Staff from research trial centres
- Research and Development department
- Research teams from University of Bristol and other academic institutions

Band 6 Clinical Research Midwife – W&C Research Unit

Job Description & Person Specification –

A summary of the role responsibilities and person specification

University Hospitals Bristol and Weston NHS Foundation Trust

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

Knowledge and Experience

- Broad and current knowledge and experience of clinical midwifery practice within an acute hospital environment (E)
- Research midwifery experience or knowledge (E)
- Project management experience (D)
- Knowledge of the regulatory and legal frameworks related to undertaking clinical research (E)
- Knowledge of research design and methodology (D)
- Clinical, organisational and management experience (E)
- Knowledge of Microsoft Office applications and willingness to develop computer skills further (E)
- Knowledge of Data Protection Act 1984 and Caldicott principles (E)

Skills and Abilities

- Good interpersonal and communication skills (E)
- Broad range of clinical midwifery skills (E)
- Evidence of good teamwork skills (E)
- Budgetary and resource management skills (D)
- Good report writing, a focus on accuracy and meticulous attention to detail (E)
- Ability to prioritise, ensuring effective and efficient workload completion (E)
- Full driving licence (E)

Aptitudes

- Ability to gain influence and motivate people (E)
- 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 Trust Values: supportive, respectful, innovative, collaborative (E)

Qualifications and Training

- Registered Midwife with current NMC registration (E)
- Undergraduate degree in Midwifery, Nursing, Science or Health related discipline (D)
- Evidence of continuing professional development (E)
- Post graduate qualification in research (D)
- Teaching and mentoring qualification (E)

Band 6 Clinical Research Midwife – W&C Research Unit

Job Description & Person Specification –

A summary of the role responsibilities and person specification

University Hospitals Bristol and Weston NHS Foundation Trust

Continuous Improvement

Patient First is a long-term, tried and tested, approach to improvement that will fundamentally change the way we do things at UHBW.

It will help us deliver our Trust strategy and achieve our mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day. It will see us move from trying to do too many things to working together on fewer goals and doing them well - with the patient at the heart of everything we do. Patient First will help us to live our values. No matter what your role, whether you are clinical or non-clinical, you are best placed to know where improvement needs to happen, and you will be encouraged and supported and given the tools you need to do this. You will receive training, coaching and support to undertake improvements no matter how small or large they are, and you will be empowered to resolve problems and issues at a local level.

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 Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

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.