

AGENDA FOR CHANGE: JOB DESCRIPTION

Post title:	Clinical Research Practitioner
Directorate/department:	Research & Development
	Trust HQ
Agenda for Change band:	
Accountable to:	R&D Head of Nursing and Professions R&D Matrons Senior Team Leaders / Senior Research Sisters/Charge Nurses/AHP and Research Sister / Charge Nurse/AHP
Accountable for:	Clinical Trial Assistants Associate Nurse Practitioners Trial Administrators
Main purpose:	<ol style="list-style-type: none"> 1. Provide specialist research and clinical care to research participants. 2. Assist in the management, coordination and implementation of research programmes.
Key working relationships:	R&D Head of Nursing / Professions – R&D Matrons R&D Senior Team Leader, Research Sisters / Charge Nurse Principal Investigators Clinical Lead Educator Quality Assurance Lead UHS Research & Development staff Research Study Monitors UHS Clinical and Research staff and University of Southampton Research Staff
General duties:	Clinical Practice <ol style="list-style-type: none"> 1. Provide a high standard of clinical care within a multi-professional research team, and within the remit of role. 2. Work within applicable Codes of Professional Conduct and adhere to UHS policies and procedures. 3. Ensure participant treatment is in accordance with clinical research protocols. 4. Act as patient advocate ensuring their rights are protected at all times. 5. To receive patients and their relatives in a calm, courteous and reassuring manner, providing information and support throughout their research journey. 6. Continually monitor the quality of care given, regularly assessing the needs of the participant and contribute to effect change required to ensure their safety. Reporting all concerns/significant changes to a senior member of clinical staff in a timely manner. 7. Accurately perform and record a range of physiological measurements required according to personal competencies and the study protocol. Including, but not limited to, blood pressure, temperature, respirations, urinalysis, weight and height, reporting abnormalities or changes appropriately. 8. Report any adverse events, health or other concerns which occur whilst the participant is taking part in the study to the appropriate doctor or nurse in a timely manner, and to the appropriate principal or co-investigator.

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9. Liaise with pharmacy and staff registered to administer medication to co-ordinate the availability and dispensing of study drugs if appropriate.
10. For specific studies post holder may be delegated to obtain informed consent from participants in line with Trust policy and research protocol.

Research

11. Assist in the coordination, organization and implementation of basic science and clinical trial protocols in accordance with International Conference on Harmonisation/ Good Clinical Practice (ICH/GCP) and the UK Policy Framework in Health and Social care. This will include complex commercial trials.
12. Using appropriate manual and computerised systems, ensure accurate collection and maintenance of all research records and results, ensuring that all data can be verified.
13. Assume day-to-day responsibility for coordination of specific research studies as delegated by the Research Team Leader.
14. Develop and implement research study plans for delegated studies in liaison with the Research Team Leader.
15. Contribute to the development of Standard Operating Procedures (SOPs), for use by all staff working in delegated studies within UHS and via Outreach.
16. Facilitate effective communication of highly complex research study information with all relevant research personnel, including medical, nursing, AHP, Healthcare Scientists, administrative, pharmacy staff and research participants (where appropriate).
17. Provide timely information and reports to reflect recruitment of patients including timely entry to EDGE according to team processes.
18. Assist in the development and implementation of research initiatives in liaison with other staff.
19. Liaise with Research Study monitors to assist with internal and external Quality Assurance and Audit.
20. Participate in internal and external working groups to develop and share evidence based / best practice, locally, nationally and internationally.
21. Undertake Outreach research studies, working independently in other clinical areas, and community settings, including for home visits.
22. Provide cover for sickness, absence and annual leave within and between teams and be prepared to work shifts to provide a 24 hour/day, 7-day/week service.

Management

23. Develop effective working partnership with Principal Investigators, ensuring the two-way flow of all necessary documentation and information in a timely fashion, ensuring that all documentation is stored centrally.
24. Undertake a link Coordinator role, taking responsibility for implementing policies, cascading information and delivering training as required e.g. Manual Handling, Fire, Health and Safety, Infection Control, Resuscitation and Child Protection.

25. Report incidents and research adverse events to senior research staff and study team members and complete appropriate documentation as required by UHS policies, ICH GCP and specific research protocol requirements.
 26. Inform the R&D Matron of any untoward incidents or problem areas affecting participants or staff. In their absence notify the Senior Team Leader /Research Sister/Charge Nurse.
 27. Compile information for and accurately complete / upload Project Reports for delegated studies as required.
 28. Act as an ambassador for research at UHS and, take opportunities to promote clinical research in general.
 29. Promote effective teamwork and support management of change within UHS.
 30. Ensure safe use of all research equipment, some of which is expensive/complex.
 31. Under the supervision of the Senior Team Leaders, Line management of delegated staff.
- Education and Development**
32. Develop, under the mentorship of the Senior Team Leader /Research Sister/Charge Nurse, skills and expertise in one or more specialist disease areas
 33. Maintain and develop competent level of clinical skills necessary, in line with permitted activities relevant to role, to perform specialized procedures, e.g. venesection, spirometry , skin prick tests, nasal and throat samples .
 34. Provide clinical supervision to junior staff and students. Act as a mentor to and support learners in practice on placement within the department.
 35. Participate in the development and delivery of teaching programs.
 36. Assist / educate participants in research protocols and methodologies in order to facilitate receiving informed consent. Provide discharge and follow-up advice.
 37. Recognise and use spontaneous and formal learning opportunities and share knowledge and experience with other staff.
 38. Undertake mandatory and other training as required and update required training logs and databases.
 39. Meet the relevant education and practice revalidation / re-registration requirements for continued professional development (eg. HCPC, AHCS Accreditation).
 40. Support staff in the implementation and organization of basic science and clinical trial protocols.
 41. Take opportunities to embed research within all clinical areas e.g. through formal and informal training / information sharing sessions.
- Additional Duties**
Any other duties as required, in line with grade and level of responsibility

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IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

Duty of care	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest, and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge, or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
NHS standards of business conduct and professional registration	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
Living our values every day	<p>All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values, every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> 1. Patients First 2. Always Improving 3. Working Together <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
Health and safety:	<p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p>
Infection prevention and decontamination of equipment:	<p>All staff are reminded of their responsibility to adhere to Trust and departmental infection prevention policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>
Child protection/safeguarding	<p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and departmental child protection and safeguarding policies including employment checks.</p>
Confidentiality	<p>All employees of University Hospital Southampton NHS Foundation Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p>Any employee who wilfully disregards Trust and departmental policies may be liable to serious disciplinary action including dismissal.</p>

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	This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.
Mental Capacity Act 2005	All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.
Sustainability	Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.
Last updated	24 April 2024