NHS
Barts Health
NHS Trust

RECRUITMENT INFORMATION PACK

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Clinical research nurse

Job particulars

Job Title	Clinical research nurse
Pay Band	Band 6
Location	Emergency Department, Newham University Hospital
Reports to	Senior clinical research nurse
Responsible to	Associate Director of Nursing

Job purpose

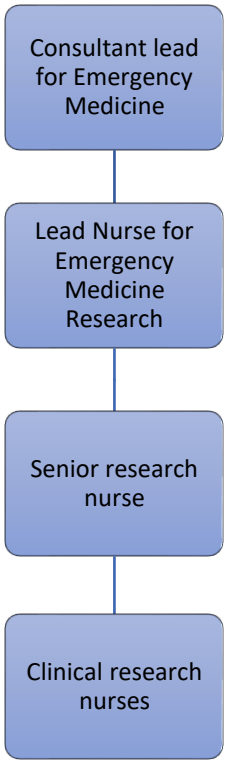
The role will involve the identification of potential participants to studies eligible for inclusion on the NIHR CRN Portfolio. The research nurse will provide information to potential participants about studies and gain informed consent. The research nurse will be a point of contact for participants and health professionals and will have responsibility for managing study data and follow-up of participants. The research nurse will assist in the development and implementation of the wider Emergency Department research agenda.

Key working relationships

Professional relationships with key partners, employees, and boards.

Internal	External
Consultant Lead for Emergency Medicine Research	NIHR CRN North Thames
Lead Nurse for Emergency Medicine Research	ED Research patient and public involvement group
Principal investigators	External trial monitors
Emergency Department staff	Patients
Pharmacy	Commercial and non-commercial sponsors
Student nurses	Research ethics committees
Ward staff	
Medical records	

Structure chart



Main duties, responsibilities, and results areas

Clinical Responsibilities and Duties

- Approach potential study participants to introduce and explain study.
- Consent and randomise participants as appropriate.
- To ensure that they (post holders) are working with in the Nursing and Midwifery Council Code of Professional Conduct and Scope of Professional practice and according to ICH Good Clinical Practice and UK Policy Framework for Health and Social Care standards for clinical studies at all times.

- Ensure that study specific investigations are undertaken as required by the protocol, in order to establish eligibility and safety to enter trial
- Collect and process blood and other samples for studies as required by study protocol
- Schedule follow-up appointments for study participants in accordance with study schedule
- Identify barriers to recruitment to studies and to identify and work with colleagues to implement action/plans as required
- Ensure trial participants are managed safely according to Trust policies, guidelines and the study protocol
- Record and report adverse events to the relevant personnel and take any necessary action.
- Report and record serious adverse events to the Trial Co-coordinator/Principal Investigator (PI) and relevant local personnel / Regulatory Authorities
- Maintain accurate documentation of research related activities in medical notes
- Act as a contact point for patients/participants in a clinical study

Administrative duties

- Responsible for the timely capture of complex clinical data from source documentation i.e. from medical notes and paper based case record forms, ensuring the data is accurately entered into the appropriate electronic data base
- Ensure that all clinical study recruitment records, documentation including Case Report Forms and site files are accurately maintained
- Liaise with support departments as required for clinical studies
- Liaise with external clinical study personnel as necessary
- Access the internal and external computer networks and data bases as required to access and record relevant information including CRF entry
- Ensure that clinical studies are archived as required after study closure
- Ensure efficient and effective use of material resources/supplies within the study/trial.

- Organise arrangements for financial payments in the absence of senior colleague/study co-ordinator or where allocated responsibilities.

Professional Responsibilities

- Work as part of the Emergency Department clinical research team and contribute to the on-going development of the emergency medicine research strategy
- Provide on-going advice and information to participants with regard to their participation in clinical research in order to facilitate effective informed consent.
- Assist the clinicians and research nurses in assessment of participants for eligibility for research and monitoring of their condition throughout their participation
- Be responsible for maintaining strong relationships and positive communication channels with other key personnel and sponsors
- Maintain awareness of current advances in emergency medicine, research and nursing practice and use this knowledge to maintain high standards of care for patient
- Advocate for the safety and wellbeing of patients who come into contact with the research team even when not enrolled in research studies.

Education and Training

- Keep appropriate staff informed of the progress of clinical studies
- Maintain an up-to-date knowledge of research related articles particularly related to clinical studies
- Continue professional development, keeping updated with current practice and maintaining requirements
- Attend and participate in national training meetings in relation to clinical studies as appropriate and agreed with local training link
- Maintain an awareness of current advances in treatments, research and nursing practice and uses this knowledge to maintain the highest standard of care for patients

Other

- Understand and adhere to Trust policies and procedures
- Work independently across Bart's Health organisations to support clinical studies.
- Maintain patient confidentiality at all times

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder

The post holder may be required to work across the Trust at any time throughout the duration of his/her contract, which may entail travel and working at different hospitals

Working conditions

Criteria	Description
Physical	The post holder will be required to exert frequent moderate physical effort for several periods during a shift e.g. transportation of study equipment across research sites e.g. ECG machines, centrifuge etc. Advanced keyboard skills required. Advanced sensory skills The post holder will be often required to sit at a computer station for prolonged lengths of time in a restricted position inputting data into a database The post holder is required to travel between 3 Trust sites and to regional meetings as required
Emotional	The post holder will at times be exposed to distressing and occasional highly distressing and emotional circumstances. The post holder has to be able to work successfully under pressure of time and resources.
Working Conditions	Frequent episodes of exposure to VDU screens whilst inputting data. The Post holder will come into contact with body fluids (stool/ blood/ saliva collected as part of study protocols). This may also include contact with patients suspected or confirmed to have pandemic respiratory infections. May be exposed to unpleasant working conditions/hazards.

	Required to work a shift pattern to fit with needs of the service including antisocial hours and weekends. Must demonstrate flexibility and adaptability to deal with the changing daily priorities. May be offered opportunities to attend national or international meetings including overnight stays.
Mental	Frequent requirement for concentration required for analysing data, writing reports, attending meetings etc. Telephone interaction with patients/clients/staff Will be occasional interrupted due to the operational nature of the role The work is sometime unpredictable and the post holder may have to adapt to change in short time frame and be able to deliver outcomes or meet deadlines.

Code of Conduct for NHS Managers

As an NHS Manager, you are expected to follow the Code of Conduct for NHS Managers (October 2002). www.nhsemployers.org/. This supports us to develop a sustainable workforce and bring the very best out in people.

Safeguarding adults and children

Employees must be aware of their responsibility to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager or consultant (October 2002). www.nmc-uk.org/

Person specification

Domain	Essential Criteria	Desirable Criteria
Qualifications	Diploma/Degree or equivalent qualification in Nursing Current NMC Registration	Holds current certificates in ICH/GCP and Research Governance or working towards Mentorship Masters in clinical research ALS/ILS/APLS or equivalent
Knowledge	Knowledge of current nursing practice	Knowledge and understanding of ICH GCP, other research governance Knowledge of current landscape of clinical trials in emergency medicine
Experience	Relevant clinical experience Experience of working as part of a team Experience of working to deadlines Evidence of good computer literacy Experience of MS Office applications Phlebotomy and cannulation Evidence of experience at self-management within a given area Evidence of involvement and leadership in teaching and mentorship of learners	Sample collection and processing Experience of conduction or facilitating research Recruitment of study participants into clinical trials Policy writing
Skills	Ability to manage own workload Ability to work as a team member Excellent verbal and written communication skills	

	Positive attitude and ability to work under pressure Adaptability to changing workload Evidence of ability to work across a number of projects and maintain documentation to a high standard	
Other	A flexible approach to work Effective time management Ability to work independently and as part of a multidisciplinary team Accountability – takes responsibility for own actions and promotes good team working Openness – shares information and good practice appropriately Mutual respect – treats others with courtesy and respect at all times