

## CORPORATE DIRECTORATE

### JOB DESCRIPTION

**JOB TITLE:** Primary Care Research Nurse  
**LOCATION:** Broomfield Hospital, Chelmsford  
**DIRECTORATE:** Corporate  
**DEPARTMENT:** Research and Development  
**GRADE:** 6  
**RESPONSIBLE TO:** Lead Research Nurse  
**ACCOUNTABLE TO:** Group Head of Research

### JOB SUMMARY

The National Institute of Health Research (NIHR) Clinical Research Network (CRN) is the clinical research delivery arm of the NHS. The NIHR CRN operates across England through a national coordinating centre and 15 regional branches that ensure delivery of research across all disease areas. The NIHR CRN provides the infrastructure that allows high quality clinical research to take place in the NHS so that patients can benefit from new and better treatments. North Thames CRN is one of the 15 regional branches of the NIHR CRN and is hosted by Barts Health NHS Trust. Mid Essex Hospitals falls within North Thames CRN and is the host responsible for ensuring the effective delivery of research in primary care and other qualified community service throughout Luton, Herts Valley and Essex. The role involves using an in depth knowledge of research study protocols and their application in practice alongside a working knowledge and compliance with local and national research regulations. The Trust has an in house training and career development programme and has an established research team embedded within the Research & Development (R&D) team which ensures support and clear communication channels are available.

The post-holders case load will be within Essex and they will work collaboratively with members of general practices and primary care teams across a range of sites and with key individuals within the host organisation. This post is funded through the North Thames CRN and the post is currently based at Broomfield Hospital, but would also be expected to travel at times across Luton, Herts Valley and Essex to support the research in Primary Care. In view of the travel the post-holder is required to hold a clean drivers licence and business mileage will be paid according to agenda for change travel guidelines.

### MAIN DUTIES & RESPONSIBILITIES

- To increase the number of GP Practices involved in Clinical Research by;  
Participating in engagement events  
Visiting practices that are not currently research active to advise on available support.

- To liaise with key identified personnel in the Clinical Commissioning Groups within Luton, Essex and Hertfordshire
- To assist with ensuring that any payments that are due to practices are sent in a timely fashion
- To make clinical and professional autonomous decisions on a daily basis
- To provide clinical and professional advice to the multi-disciplinary team
- To make an assessment of the subject's condition to establish if necessary the appropriate action and future participation in the study
- To act in the best interest of the research participants to ensure their rights are upheld when identifying screening and recruiting participants into trials/research studies
- To recognise that freedom to act is guided by precedent and clearly defined protocols and procedures and codes of conduct in accordance with local and network policies, NMC Code of Conduct, ICH GCP, Research Governance, EU Clinical Trials Directive, Mental Capacity Act, and Data Protection Act

### **1. Communication**

- To liaise closely with other research network staff (Divisional Managers) and other research nurses within and across the localities
- To liaise with colleagues in the six Divisions within all specialities across North Thames
- To liaise with key identified personnel within the host Mid Essex NHS Trust
- To provide information and education about the LCRN Network and its research projects to interested parties
- To communicate with research participants, their relatives/carers and with the multidisciplinary team involved in the provision of care associated with the research study
- To communicate with other relevant departments including R&D Supplies, Complaints, Human Resources, Health and Safety and risk management within the context of the research being undertaken and professional development

### **2. Analytical and Planning**

- To provide a positive learning environment for staff and students (of all professional backgrounds) in which learning is an integral part of day-to-day practice.
- To devise training material, organise and participate in formal and informal teaching sessions to all grades of trust staff in relation to clinical trials.

### **3. Clinical Duties (If Applicable)**

- To work within the NMC Code of Conduct and scope of professional conduct
- To be responsible for developing and sustaining own knowledge, clinical skills and professional awareness; including clinical supervision and revalidation

- To conduct research in accordance with Good Clinical Practice Standards Guidelines, EU Clinical Trials Directive and Research Governance Framework in order to protect the research participants and quality of each study
- To attend courses, meetings and conferences as deemed relevant
- To ensure that standards are maintained and monitored to improve the quality of care to all those who come in contact with the research support service provided by the North Thames research network
- To organise workload to ensure that the interest of the research participants are met
- To work within and monitor the standards of care as defined in the research protocols, policies and procedures of the Network and local GP Practice to ensure adherence to and delivery of high quality service
- To contribute to the development of policies and procedures of the Networks and within the workplace to ensure that clinical practice is underpinned by current best practice
- To support the safe administration of treatments and drugs given within the context of a clinical trial including safe storage and record keeping
- To ensure that trial specific investigations are undertaken as required by the trial protocol (e.g. venepuncture, vital signs, ECG's, height and weight measurements)
- With appropriate training, to take clinical samples for studies, and ensure the processing and storage and dispatch of biological samples meets the requirements of the research protocol in order to make certain that safe handling and quality is assured
- To maintain effective communication with research participants their relatives/carers and members of the multi-disciplinary teams
- To ensure data is recorded accurately and in accordance with regulatory requirements in appropriate study documentation
- To ensure accurate records and reports are written in a timely fashion and kept appropriately.

#### **4. Policy and Service Development**

- To ensure all projects carried out are registered and approved by letters of assurance from North Thames and have a favourable opinion from the Health Research Authority (HRA)
- To provide support to clinical Investigators in obtaining approval from North Thames
- To become familiar with each research protocol and its application in practice including procedures and documentation to ensure safe and accurate conduct and recording within the study
- To identify, screen and recruit eligible participants into research studies according to specific protocols and guidelines and if required by the study protocol follow up the patient until completion of the research procedures
- To co-ordinate recruitment for a local portfolio of clinical studies across participating sites/practices
- To provide information, education and support to clinical team members, regarding clinical studies

- To facilitate the informed consent process ensuring the following is accounted for:  
The patient (and significant others) fully understands the nature of the clinical trial  
The patient is aware that entry into the trial is voluntary and they can withdraw at any point without prejudice  
The patient is aware of any extra procedures required by the trial  
The consent form is completed accurately and filed as required
- To disseminate up to date information, protocol amendments etc. to personnel working on research projects
- To be responsible for monitoring trial data/accrual in clinical studies and forwarding it in a timely manner to the Primary Care Research Coordinator, liaise with clinical trial personnel as necessary
- To identify barriers to recruitment to studies and ensure that the Senior Primary Care Research Nurse / Manager is aware of them. Identify and implement action/plans as required
- To participate in study monitoring both externally and internally in line with research governance requirements

## **5. Financial and Physical Resources**

- The post holder will be required to submit reasonable travel expenses through the E Expense system
- The post holder will be required to have Business car insurance.
- Be responsible for study equipment and be competent to use clinical equipment of required in patient's homes, GP practices.

## **6. Staff Management**

- Supervise and support team members and ensure that all patients receive appropriate care
- Assist in the assessment and monitoring of staffing requirements and report problems to the appropriate manager
- Develop skills in efficient and effective resource management e.g. staffing, equipment and materials

## **7. Information Resources**

- Utilise Electronic Patient Records (EPR) and develop other computer literacy skills and understand databases
- Collect record data accurately in accordance with professional guidelines, GCP and MSEFT core standards.

## 8. Effort, Skills and Working

<b>Physical Skills</b>	Occasional light lifting, Carrying of office files around office. Combination of sitting in face to face contact with service users and doing office work. Driving to and from appointments in a variety of traffic and weather conditions.
<b>Physical Effort</b>	Combination of sitting, standing, crouching and walking during course of daily duties. Use of computer for data entry (case note recording, electronic forms, e-mail).
<b>Mental Effort</b>	Need to check detailed documents. Prolonged periods of concentration when dealing with distressed or disturbed service. Frequent report writing – analysing written information. Carrying out intricate clinical interventions and dealing with crisis.
<b>Emotional Effort</b>	Communicating life-changing events. Regular delivery of unwelcome or distressing news to service users and/or their families. Required to deal with situations whereby you are exposed to highly distressing and often highly emotional circumstances which may occur frequently.
<b>Working Conditions</b>	Required to travel around the locality, driving in a variety of traffic and weather conditions visiting GP practices. May be required to visit premises that are dirty and unpleasant. Working alone in a client's home and adhering to the Trusts Lone working policy. Temperature variations throughout the working day in different locations.

## **KEY WORKING RELATIONSHIPS**

### **Key Relationships:**

Research nurses, facilitators and admin staff, GP surgeries, NIHR, CCG's.

## **GENERAL STATEMENTS**

### **COMPETENCY BASED APPRAISAL**

The post holder will be appraised on an annual basis and the process will include a review of the past year's performance, setting of aims and objectives for the coming year and identification of educational needs.

### **TRAINING**

All staff will undertake such training as is necessary to perform the duties allocated.

### **EQUAL OPPORTUNITIES**

The Trust has an Equal Opportunities Policy and/or Single Equality Scheme. The aim is to ensure that no individual receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity related matters, race, religion or belief, sex or sexual orientation or is disadvantaged by conditions or requirements, which cannot be shown to be justifiable. Whilst the Trust recognizes specific responsibilities fall upon management, it is also the duty of all employees to accept personal responsibility for the practical application of the Policy.

### **NO SMOKING POLICY**

Mid and South Essex NHS Foundation Trust (MSE) operates a non-smoking policy. The restrictions will apply to patients, staff and visitors alike. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy. If you would like help to give up smoking you should contact your GP or call the NHS Stop Smoking Help Line on 08001690169 to find details of your local stop smoking service.

### **DATA PROTECTION ACT 2018**

All employees are required:

- To ensure compliance with all Trust's policies, and those procedures relevant to the area of work.
- To maintain high levels of confidentiality and information security at all times, complying with the relevant legislation such as the Data Protection Act and the Computer Misuse Act.
- To ensure that the data is of good quality, accurate and relevant for purpose, where any processing of information takes place (paper records or electronically).

### **CODE OF CONDUCT – For Managers**

As an NHS Manager, you are expected to follow the Code of Conduct or NHS Managers (October 2002), observing the following principles:

- Making the care and safety of patients your first concern and act to protect them from risk.
- Respecting the public, patients, relatives, carers, NHS staff and partners in other agencies.
- Being honest and acting with integrity.
- Accept responsibility for your own work and the proper performance of the people you manage.
- Showing your commitment to working as a team member by working with your colleagues in the NHS and wider community.
- Taking responsibility for your own learning and development.

### **INFORMATION GOVERNANCE**

- All staff must be familiar with and comply with the contents of the Information Governance Handbook, a personal copy will be provided at Induction to all staff.



- All staff are required to maintain confidentiality of patient and Trust's information as set out in the Trust's Confidentiality Policy.
- All staff are required to read and comply with all policies that are issued relating to the electronic security of Trust's information.
- All staff who create, access, transfer, modify sensitive Trust's records have a responsibility to be both accurate and timely and ensure that all the information that they record either on paper or electronically is complete.

## **CONFIDENTIALITY**

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the Data Protection Act.

All matters relating to patients' diagnosis and treatment, staff or the Financial or contractual position of the Trust are strictly confidential and under no circumstances is such information to be divulged or passed to any unauthorised person(s) under penalty of summary dismissal.

All staff should take particular care relating to the electronic storage and transfer of confidential information. This should only be done in accordance with the Trust's Information Security Policy.

## **HEALTH AND SAFETY**

All employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

## **QUALITY**

The Trust aims towards maintaining the goodwill and confidence of its own staff and of the general public. To assist in achieving this objective, it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner.

## **INFECTION PREVENTION AND CONTROL**

All employees are required to:

- Make themselves aware of their responsibilities for Infection Prevention and Control.
- Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with.
- Maintaining a high standard of infection control practice.

## **SAFEGUARDING CHILDREN**

All employees of the Trust, regardless of the work they do, have a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services, it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet sites. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.

## **SAFEGUARDING ADULTS**

All employees of the Trust, regardless of the work they do, have a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services, it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.

## **LOCATION**

You will be based at Care Group (1, 2, 3 or 4) which is located in Basildon, Southend, Britannia Park or Broomfield). You will generally be expected to undertake your normal duties at the principal place of work, however, in the course of your duties you may also be required to work at any of the sites within the Mid and South Essex NHS Foundation Trust areas as well as other NHS sites as part of the delivery of the service.

## **NOTE**

These guidelines are provided to assist in the performance of the contract but are not a condition of the contract.

This job description is a reflection of the present requirements of the post and the content may be subject to review and amendment in light of changes and developments.

All Staff will also be expected to abide by the relevant code of professional practice relating to their discipline.

## **Review date - Yearly**

Signed .....  
 Employee

Dated .....

Signed .....  
 Manager

Dated .....



## PERSON SPECIFICATION

**JOB TITLE:** Primary Care Research Nurse

**LOCATION:** Broomfield Hospital Chelmsford

**DIRECTORATE:** Corporate

**DEPARTMENT:** Research and Development

**GRADE:** 6

**RESPONSIBLE TO:** Lead Research Nurse

**ACCOUNTABLE TO:** Group Head of Research

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW TESTED*
Qualifications	RGN on appropriate part of NMC register	ICH GCP	A, I
	Evidence of continuous professional development		A, I
Knowledge and Experience	Recent experience as a Band 5 general nurse or above OR recent experience in primary care/ community OR research nurse post	Understanding of research and clinical trials	A, I
	Competence in standard PC packages (MS office, email etc)	Knowledge of sample preparation and transportation	A, I
		Experience of working in a clinical research environment	A, I
		Understanding of	A, I

		research process	
		Phlebotomy trained (however can be provided)	A, I
Communication Skills	Excellent communication and inter-personal skills		A, I
Personal and People Development	High level of organisational and time management skills	Leadership qualities and possession of supervisory skills to develop junior staff	A, I
	Highly motivated		I
Physical Requirements	Ability to meet mobility requirements of the post and to travel independently and attend training and meetings outside the employing organisation		A, I
Other	Ability to meet mobility requirements of the post and to travel independently and attend training and meetings outside the employing organisation		A, I
	Full UK driving license and access to car		A, I
	Enhanced DBS clearance		A

\*Assessment will take place with reference to the following information:-

**A=Application form**

**I=Interview**

**C=Certificate**