

## SINGLE CORPORATE SERVICES

### Research and Development

<b>Job title:</b>	<b>Senior Research Sister/Charge Nurse Coordinator</b>	<b>To be completed by HR</b>  <i>Job Reference Number</i>
<b>Reporting to:</b>	<b>Research Nurse Lead and Clinical Research Lead</b>	
<b>Accountable to:</b>	<b>Clinical Research Leads</b>	
<b>Pay Band:</b>	<b>B7</b>	

As part of the Single Corporate Service, this role is a designated site-based role however the post holder will be part of the Corporate Service team which provides a service the Organisation.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

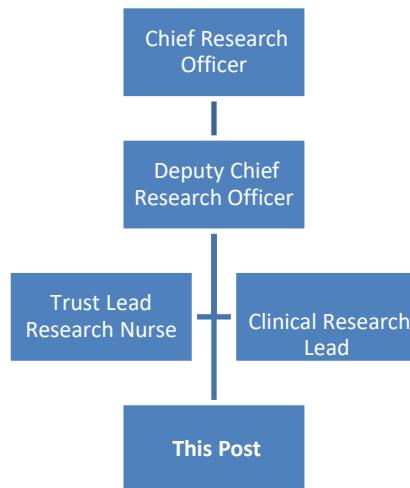
#### Job purpose

To lead and coordinate the research delivery team, taking responsibility for the management and organisation of clinical research delivery, within a designated specialty and/or project/s working flexibly across site locations.

#### Job summary

1. Work in close collaboration with Chief Investigators, Principal Investigators and Sub-Investigators to manage and deliver a complex portfolio of commercial and non-commercial research.
2. To expand the clinical trials activity within the assigned specialty and/or project/s
3. Work in close collaboration with Chief Investigators, Principal Investigators and Sub-Investigators, to develop relationships with primary care to facilitate recruitment into clinical research studies (e.g PIC sites)
4. Through effective leadership ensure the research delivery team provides safe, responsive, caring and well led clinical trial activity and a positive patient experience is achieved.
5. To liaise closely with the R&D office team, support services, commercial partners, and funding bodies to support new study set up and organise activities related to the study pipeline.
6. To have accountability for the research delivery team's performance across the assigned study portfolio/project/s
7. To act in accordance with the Nursing and Midwifery code of conduct, the Research Governance Framework for Health and Social Care and the appropriate quality standards for clinical trials (e.g., International Conference on Harmonisation of Good Clinical Practice in Clinical Trials (ICH-GCP).

## Organisational Chart



## Specific Core Functions

### Clinical/Professional

- Promote and set high standards of professional nursing care and maintain the delivery of quality care in line with the Trust's policies, protocols, and guidelines.
- Implement the Trust's 'values and beliefs' ensuring they are embedded into everyday practice and evaluate their impact on the patients' experience.
- Adhere to Trust policies and procedures, e.g., Health and Safety at Work, Equal Opportunities, and No Smoking.
- Lead and motivate staff by giving clear direction and setting achievable objectives.
- Maintain a visible presence for research within the designated specialty ensuring that patients, visitors, healthcare staff and the multidisciplinary team, have access to expert clinical research senior staff.
- Act as an effective professional role model.
- In collaboration with members of the multidisciplinary team, ensure that the users of the service and their families have a positive experience and use feedback to improve the service.
- Ensure concerns raised by patients and their families are dealt with in an open, honest and transparent way, quickly and effectively, in line with the Trust's policies, procedures and Duty of Candour legislation.
- Ensure that accurate and timely research records are maintained, monitoring standards, and taking corrective action.
- Work with the Practice Educator for Research and Research Leads to address areas of improvement and training for themselves and the Research Team.
- Ensuring professional standards are upheld through informal/formal reviews, including supporting incident investigations.

- Ensure all research delivery staff are competent in the use of medical devices/equipment and have access to training and compliance is monitored.
- Be jointly responsible for the planning, co-ordination, implementation, and delivery of clinical research activities on a daily basis.
- Represent specialty research activities across the Trust and externally, within remit of staff group.
- Support the specialty clinical research lead with the development of grant applications, research protocols, supporting documents and IRAS submissions.
- Lead on the setting up, running, and recruiting to a portfolio of clinical trials within the specialty in collaboration with the Chief Investigator, Principal Investigators and Sub-Investigators.
- Provide research nurse/clinical trials practitioner leadership for the nursing team; to include professional leadership, training, and support, and contribute to the appraisals process for research nurses/ clinical trials practitioner.
- Ensure that research participants receive their treatment in accordance with approved research protocols and the standards set out in the Regulatory frameworks for research in health and social care.
- Identify, screen, and assess the eligibility of patients to take part in research, in accordance with specified inclusion/exclusion criteria within the approved protocol.
- Provide specialist information to patients about taking part in clinical research, including the risks and benefits of participation, and to initiate and facilitate the process of gaining their informed consent.
- Ensure that study-specific investigations and sampling are undertaken as required by the protocol to establish the eligibility of patients and to ensure their safe entry into Trials.
- Act as a contact for study patients within the department and provide specialist advice within scope of practice.
- Be a resource for patients and their families, as well as for local Clinical teams, with respect to study activity.
- Provide specialist nursing support to the Chief Investigator, Principal Investigators and Sub-Investigators in delivering timely, safe, and successful studies adopting a patient-centred approach to decision making.
- Liaise with other clinical departments, support departments and external partners to ensure the successful local delivery of clinical trials and other projects.
- Maintain accurate documentation in an auditable format, and accurately record data as required by each Trial.
- Monitor the local performance of study activity and to co-ordinate the research delivery team to ensure regular performance reports to the Senior Research Nurse Leads, Chief Investigator/Principal Investigator, Trial steering group and Trust Research Department's Senior Management Team.
- Monitor clinical trial activity ensuring recruitment targets are met and regularly update the research delivery team on this and on their individual objectives.
- Identify barriers to recruitment and performance, communicating these to the Clinical Research Lead, Research Nurse Lead, Chief Investigator/Principal Investigator and Trust's Research Department, and facilitate their resolution.
- Maybe required to work unsocial hours as necessary and at other PHU recruitment sites.
- Liaise with multidisciplinary teams to ensure the smooth conduct of the study in accordance with the protocols and relevant legislation and guidelines.
- Maintain and update clinical study database(s) of patients for research.
- Provide an expert information source for patients, carers and health care professionals in respect of trial related activity.
- Take responsibility for other duties relevant to the effective running of the trials.

## Management/Leadership

- Responsible and accountable for the organisation and management of the research delivery team within an assigned specialty and/or project/s.
- At all times, have an overall view of the intensity of the workload and the experience of the staff and act to utilise the research delivery team to ensure research delivery expertise and cover to deliver protocol/trial activities.
- Responsible for the management of staff performance and attendance in line with Trust policies.
- Manage assigned research delivery team/s, ensuring safe and effective staffing levels and the appropriate skill mix are maintained, including the co-ordination of leave and duty rosters.
- Ensure processes are in place for the orientation and induction of new staff, as well as ongoing training and development for the research delivery team.
- Succession plan for hard to recruit posts and use Talent Management skills to identify key staff for further development.
- Promote the health and well-being of staff, patients and their carers.
- Comply and promote compliance with Trust policies and guidelines e.g. Health and Safety, Clinical Risk and Infection Control.
- Work closely with partners i.e., FM services resolving any issues regarding cleanliness and maintenance of the environment. Ensure staff are aware of how to escalate when issues cannot be resolved.
- Take appropriate action to address unexpected changes and situations, informing CI (or Deputy)/Clinical Research Lead and Trust Research Department's Senior Management Team if unable to resolve.
- Ensure trial activity is reviewed against costing templates, informing of any inaccuracies to CI (or Deputy)/Clinical Research Lead and Trust Research Department's Senior Management Team
- Ensure clinical research activity is recorded in line with costing templates for invoicing purposes.
- Liaise with the research finance team to support invoicing queries and provide information on research activities to ensure funding recovered.
- Provide study/project specific costing information to support to the Chief Investigator, Principal Investigators and Sub-Investigators with financial returns associated with the study/project (e.g consumables, diagnostic equipment, ancillary supplies)

## Communication and Working Relations

- Communicate highly sensitive and complex information with empathy ensuring that information is understood.
- Communicating and co-operating with other wards and departments, promoting and maintaining good working relationships within own clinical area and across the organisation, giving accurate information as required and keeping everyone informed of any untoward incidents.
- Develop expertise in dealing with interpersonal conflict and be responsible for the resolution of any adverse situation/incidents. Comply and promote compliance to Trust policies e.g. Harassment and Bullying.

- An active member of the clinical nursing team contributing to Trust wide nursing groups and meetings.
- Represent the research nurse Lead in their absence at department, specialty, and Clinical Service Centre level, including commercial partners, external funding bodies and research sponsors.

### ***Professional Education and Development Role***

- Maintain an awareness of local/national targets and Research Departmental priorities whilst always seeking to improve patient experience.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Ensure all staff have an annual personal development review and set achievable objectives.
- Feed agreed development opportunities into department training plan and ensure there is a fair and equitable approach to post registration nurse education that is aligned to service delivery and succession planning.
- Act in such a way that at all times the health and well-being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition, all staff are expected to complete essential/mandatory training in this area.

### **Key Responsibilities**

#### ***Communication and Working Relationships***

- The post holder will be providing and receiving complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. This may be because agreement or cooperation is required or because there are barriers to understanding and/or providing and receiving highly complex information.

#### **Analytical and Judgement**

- Judgements involving complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.

#### ***Planning and organising***

- Planning and organisation of a broad range of complex activities or programmes, some of which are ongoing, which require the formulation and adjustment of plans or strategies. Provide specialist advice in relation to care/Research pathways.

#### **Physical Skills**

- The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

#### ***Patient Client Care***

- Develops programmes of care/care packages, or provides specialist clinical technical services, or provides specialised advice in relation to the care of patients/clients.

### ***Policy and Service Development***

- The post holder is responsible for implementing policies within a team/department and proposes changes to working practices or procedures for own work area.

### ***Financial Management***

- The post holder will observe a personal duty of care in relation to equipment and resources used in the course of their work.
- The post holder will regularly handle or process cash, cheques, patients' valuables.
- The post holder will be responsible for the safe use of equipment other than equipment which they personally use.
- The post holder is responsible for maintaining stock control and/or security of stock,
- The post holder will be an authorised signatory for small cash/financial payments.
- The post holder will be responsible for the safe use of expensive or highly complex equipment.

### ***Management/Leadership***

- The post holder is responsible for day-to-day management of staff within assigned research team/s. The post holder will deal with the initial stages of grievance and discipline; appraisal, acting as an interview panel member; responsible for monitoring mandatory training compliance with their team. The post holder will be responsible for reviewing work performance and progress and manage the allocation of work.

### ***Information Resources***

- The post holder will be responsible for data entry, text processing or storage of data compiled by others, utilising paper, or computer-based data entry systems,

### ***Research and development See specific core functions***

### ***Freedom to Act***

- Expected results are defined but the post holder decides how they are best achieved and is guided by principles and broad occupational policies or regulations. Guidance may be provided by peers or external reference points.

### ***Physical effort***

- There is an occasional requirement to exert moderate physical effort for several short periods during a shift.

### ***Mental effort***

- There is a frequent requirement for prolonged concentration, or there is an occasional requirement for intense concentration.

### ***Emotional Effort***

- Frequent exposure to distressing or emotional circumstances, or occasional exposure to highly distressing or highly emotional circumstances, or frequent indirect exposure to highly distressing or highly emotional circumstances.

### ***Working conditions***

- Occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment more or less continuously on most days.

## Person Specification

Criteria	Essential	Desirable	<i>How criteria will be assessed</i>
<b>Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Current RN registration with NMC.</li> <li>• MSc Degree in relevant field or evidence of equivalent professional/clinical experience.</li> <li>• Professional clinical knowledge acquired through significant post registration, within the assigned specialty.</li> <li>• Evidence of formal leadership &amp; management training and continued CPD.</li> <li>• Significant clinical experience in managing &amp; leading teams within an NHS setting.</li> <li>• Managing resources and contributing to departmental budget</li> <li>• Training in ICH-GCP clinical trial standards.</li> <li>• Teaching qualification or equivalent experience of mentoring/supervising</li> <li>• Evidence of developing policy, guidelines, SOPs</li> <li>• Background in clinical research nursing, involvement in research/ clinical publications</li> </ul>		<i>Application Interview Reference</i>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 3 years' experience in a Band 6</li> </ul>		<i>Application Interview Reference</i>

	<p>role or equivalent experience in leadership role.</p> <ul style="list-style-type: none"> <li>• Experience of leading and managing projects.</li> </ul>		
<b>Knowledge</b>	<p><b>Skills &amp; Knowledge</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• <b>Significant clinical and management experience</b></li> <li>• <b>Excellent communications skills with colleagues and patients, carers and families demonstrating a patient-centred approach in all aspects of their work.</b></li> <li>• <b>Ability to work effectively as part of a team and to motivate others within the team.</b></li> <li>• <b>Excellent leadership skills with evidence of an ability to lead and support junior staff.</b></li> <li>• <b>Personal resilience and an ability to adapt to meet changing clinical and research requirements.</b></li> <li>• <b>Good time management skills – able to plan and work to agreed timescales and to multi-task effectively.</b></li> <li>• <b>Demonstrates an ability to develop and improve own competence in structured way.</b></li> <li>• <b>Able to use advanced software to collect data, create reports and manage data and use a range of IT programmes including web applications and MS Office applications.</b></li> <li>• <b>High standards of documentation and written communication with attention to detail</b></li> <li>• <b>Personal drive and initiative</b></li> </ul>		<i>Application Interview Reference</i>

	<ul style="list-style-type: none"> <li>• Good planning and organisational skills required for the development, initiation and co-ordination of projects.</li> <li>• The ability to present and receive complex, sensitive information to and for patients and groups of healthcare staff.</li> <li>• Have a confident approach and the ability to instil confidence in others.</li> <li>• Formal presentation skills for both small and large groups and possess the skills to develop training and education for individuals and groups</li> <li>• Knowledge of, and experience of applying, the Research Governance Framework for Health and Social Care, and of clinical trial regulatory and ethics processes; knowledge of Medicines for Human Use (Clinical Trials) Regulations and Good Clinical Practice; knowledge of legislation regarding safety reporting and Pharmacovigilance</li> </ul>		
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#### **Compliance statement to expected organisational standards.**

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004, Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves.
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.