SINGLE CORPORATE SERVICES
Research and Development

Job title:	Specialist Research Nurse	***To be completed by HR*** *Job Reference Number*
Reporting to:	Senior Research Sister/Charge Nurse	
Accountable to:	Lead Research Nurse/ Deputy Director	
Pay Band:	B6	

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 across 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 provide support to study research team, Senior Research Nurses, Research Nurse Leads, Clinical Research Leads in delivering high quality clinical research, and to provide healthcare professional leadership to the team.

To recruit patients into Clinical Trials designated as 'portfolio' studies by the NIHR and/or Commercially Sponsored Clinical Trials.

Job summary

- Work as part of a cohesive multidisciplinary team ensuring patient care is delivered smoothy and efficiently.
- To work as part of a team to lead, manage and deliver Clinical Trials
- To be responsible for co-ordinating, delivering and maintaining a high standard of day-to-day clinical care for all patients.
- To recruit patients into Clinical Trials designated as 'portfolio' studies by the NIHR and/or Commercially Sponsored Clinical Trials.
- Support the Trust culture of collaborative, flexible cross-team working and commitment to delivering quality services and outcomes, which support the Government's policies on public health.
- The expectations within this job description will be achieved through hands-on clinical practice, education and training.

Organisational Chart



Specific Core Functions

Clinical/Professional

- Maintain a high visible presence within the clinical area, ensuring that patients, visitors, healthcare staff and the multidisciplinary team have access to senior staff at all times.
- Act as a professional role model and leader, demonstrate clinical skills, promote clinical excellence and ensure an optimum standard of nursing care is delivered to all patients/research participants.
- Provide professional nursing leadership to staff within sphere of clinical responsibility. Lead and motivate staff by giving clear direction and setting achievable objectives through APDR process.
- Promote and set high standards of nursing care and maintain the delivery of quality care within the trust policies, protocols and guidelines.
- Lead and deliver a high standard of evidence based nursing care through the assessment, planning, and evaluating of individual patients needs based on evidence. Initiate, lead and co-ordinate care in the clinical area for a specified groups of patients.
- Recognise and respond to a change in patient status undertaking first line interventions within scope of practice and refer on to the appropriate clinician as required.
- Actively promote and lead others in safe and effective working practices to prevent harm to the patients within your care, and take part in safety audits and monitoring to maintain high quality standards.
- Communicate and work with the multidisciplinary team to improve quality of care, and informed clinical decisions. Promote innovation, educate, and share any new ideas to improve patient care.
- Lead the coordination of patient care and trial procedures for a clinical area of practice once deemed competent to do so.
- Liaise, report and document any relevant nursing/patient needs with other health care professionals with on-going responsibility for patient care, communicating changes as they occur.

- Ensure that accurate and timely patient records are maintained by you and your team.
- Implement and lead others in implementing the Trust Values, ensuring they are embedded into everyday practice and evaluate their impact on the patients' experience.
- Engage and interact with carers/family encouraging them to be actively involved in patient's involvement in research.
- Ensure concerns raised by patients and their families are escalated and dealt with in an open, honest and transparent way, in line with trust policies, procedures and Duty of Candour legislation, supporting junior colleagues in this process.
- Maintain and continually develop in-depth specialist knowledge of nursing practice relevant to the individual clinical speciality.
- Achieve competence in the use of medical devices/equipment by accessing training and maintain these.
- Promote health education within the clinical area and advise patient, family, and others in health promotion issues, making every contact count. Promote the health and well-being of staff, patients and their carers.
- Maintain links with other Specialist Research Nurses, Research Nurses, Clinical Trial Practitioners and Clinical Nurse Specialists, to share knowledge and act as a mutual support.

Management and Leadership

- Take responsibility for the organisation and management of your specialist research portfolio.
- Have an overall view of the intensity of workload and the experience of the staff, and act to utilise the skill mix on duty to ensure cover achieves a high standard of research and clinical care.
- Report, escalate, manage and investigate patient safety events and clinical emergencies as detailed in Trust-wide and local research protocols and procedures.
- Be proactive in the prevention and management of complaints (formal and those via Patient Advice and Liaison Service) and when they occur investigate and respond in a timely manner.
- Lead and participate in quality monitoring and the development of improvements, working alongside your team to implement these into practice.
- Comply and promote compliance with Trust policies and guidelines e.g. Health and Safety, Clinical Risk and Infection Control.
- Implement the nursing strategy by settling clear achievable objectives for staff, who the post holder manages, into annual performance and development reviews and evaluate performance.
- Take appropriate action to address unexpected changes and situations, informing the Senior Research Team or other if unable to resolve.
- Actively contribute to achieving the clinical governance goals/targets set by the trust and department and comply with reporting schedules for monitoring and reporting.
- As a team leader, demonstrate expertise and share in-depth specialist knowledge and skills to all team members to develop clinical and professional nursing practice.
- Take responsibility for the management of staff performance and attendance in line with trust policies.
- Promote the health and well-being of staff, patients and their carers.
- Contribute to the clinical area non-pay budgets to ensuring good housekeeping and economic use of resources.

- Delegate duties and tasks as appropriate to team members and evaluate the outcomes.
- Demonstrate an awareness of and compliance with health and safety regulations/procedures that apply to staff, patients, and visitors within Trust premises.
- Work closely with partners i.e. estates and facilities management team, resolving any issues regarding cleanliness, provision of food and maintenance of the environment. Ensure staff are aware how to escalate when issues cannot be resolved.
- With the Senior team, look at succession planning for any hard to recruit posts and use Talent Management skills to identify key staff for further development.

Research and Education

Research

- Lead, coordinate and deliver Clinical Trial activity within the Organisation.
- Review of Trial protocols and assess their clinical and practical implications (including feasibility and risk) to patients.
- Identify, screen and assess the suitability of local patients to take part in Clinical Trials, in accordance with specified inclusion/exclusion criteria.
- Provide specialist information to patients about taking part in Clinical Trials, including the risks and benefits of participation in specific protocols.
- Gain informed consent from participants and educate, develop competency and oversee junior colleagues in the consent process.
- Ensure that Trial-specific investigations and sampling are undertaken as required by the protocol in order to establish the eligibility of patients and to ensure their safe entry into Trials
- Act as a contact for Clinical Trial patients and set standards of care for patients in Clinical Trials, using a patient focused approach.
- Promote research at ward level, encouraging staff to support research in order to aid recruitment, embedding research into clinical care.
- Provide expert knowledge and support to Principal Investigators (PI's) in delivering timely, safe, and quality Research Trials, educating and developing new PI's within the clinical and research team.
- Act as Principal Investigator for appropriate trials, ensuring oversight of the safe and effective delivery of the trial.
- Take an active part in the process of trial development, contributing to the writing of protocols, Case Report Forms and patient facing documents, supporting the Chief/Principal~~le~~ Investigator and/or the department Clinical Research Lead in submitting applications for NHS, Regulatory, Ethics and Governance permissions to conduct Clinical Trials within the Trust.
- Liaise with other clinical departments, supporting departments and external partners to maximise the potential of trials recruiting to time and target.
- Maintain and oversee your team in accurate documentation in an auditable format, and accurately record data as required by each Trial and to work to Standard Operating Procedures (SOPS) for Clinical Trials activity.
- Monitor the local performance of Trials' activity and the use of resources when carrying out trial protocols, prescribing and implementing care and treatments in accordance with Trial protocols.
- Inform the Clinical Research Lead and trial Principal Investigator as well as the Trust research Department of deviations from the trial budget and initiate action plans to maintain financial control.

- Use and maintain competence in the use of IT systems to organise, record, report and monitor Trials' activities.
- Identify barriers to recruitment and performance, communicating these to the Senior colleagues, the MDT and wider research team.
- Ensure that all activities undertaken by you, the research and clinical team involved in research activity meet the standards set out in the Principles of Good Clinical Practice and UK Policy Framework for Health & social Care Research and adhere to all applicable Regulatory requirements (e.g. Medicines for Human Use (Clinical Trials) Regulations)
- Demonstrate a commitment to evidence based practice, highlight areas for change, initiate and evaluate evidence, managing change to improve and develop patient care.

Education

- Participate fully in the Appraisal and Development Review Process.
- Ensure staff under the post holder's leadership have an annual personal development review and set achievable objectives. Feed agreed development opportunities into the department training plan.
- Act as a mentor and coach, supervise and assess student nurses, support staff and junior team members including bank and agency staff.
- Provide a positive learning environment creating a culture for learning and development that will sustain person-centred safe and effective care. Encourage team openness so that an evidence based approach is utilised and applied to nursing care.
- Commit to and encourage a culture where students receive quality placements supported by mentorship and teaching from the multi-professional team.
- With the Senior team, ensure student mentors within the clinical area are up-to-date with NMC standards, including annua updates.
- Ensure that you and the staff managed by the post holder undertake essential training.
- ***Support and educate staff to develop clinical and professional nursing practice.***
- Develop and deliver orientations of new and temporary staff.
- Achieve and maintain research skills and knowledge in accordance with departmental guidance frameworks.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and support staff in development and training.
- 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.
- GCP to be kept up to date as per trust requirements.

Communication and Working Relations

- 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.
- Lead and manage communication with Trial centres, commercial companies and any external partners involved in the set up and delivery of clinical research.

- 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.
- Participate in the induction of temporary staff to department policies and routine.
- Develop positive relationships with all members of the multi-disciplinary team contributing to good team working and collaborative working practices.
- Be an active member of the nursing team, contributing to relevant departmental and Trust wide nursing groups and meetings.
- Develop and maintain a supportive environment for all staff.

Working Conditions and Effort

- May be frequently exposed to distressing circumstances e.g. if working with patients who are terminally ill and their families and/or exposed to other conditions.
- Occasional/frequent exposure to unpleasant or highly unpleasant working conditions e.g. bodily fluids, smell, etc.
- Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, and No Smoking.
- May be required to work unsocial hours as necessary dependent on the needs of the service.
- May be required to work across more than one location e.g Research Hubs
- Support the Trust at times of high pressure, undertaking training as required in order to maintain clinical nursing skills.
- 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 and conform to the requirements of current data security and confidentiality legislation including the responsibility to ensure that personal data is accurate and kept up to date.

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 a range of facts or situations, which require analysis or comparison of a range of options.

Planning and organising

- Planning and organisation of a number of complex activities or programmes, which require the formulation and adjustment of plans.

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

- Implements clinical care/care packages, or provides clinical technical services to patients/clients, or provides advice in relation to the care of an individual, or groups of patients/clients.
- provide specialist advice in relation to care/Research pathway

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 supervision or co-ordination of staff within the assigned research team. They will deal with work allocation and daily responsibility for the monitoring or supervision of one or more groups of staff.

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

- The post holder is guided by precedent and clearly defined occupational policies, protocols, procedures or codes of conduct. Work is managed, rather than supervised, and results/outcomes are assessed at agreed intervals.

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 concentration where the work pattern is unpredictable, or there is an occasional requirement for prolonged 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	*How criteria will be assessed*
Qualifications	• Current RN Adult / RGN registration with NMC • Degree in relevant field • Evidence of recent CPD • Clinical post registration experience	•Relevant experience in Management /Leadership Course training. •Post graduate level qualification in Research, Healthcare related subject or equivalent •Good Clinical Practice (GCP) Training for Research •Previous experience of project management and/or participating in the co-ordination of Clinical Trials. •Previous experience of leadership and management • Evidence of systems development and change management. •Phlebotomy	
Experience			
Knowledge	• Effective leadership, motivation and team building skills. • Articulate and knowledgeable in current health care and Clinical Trials issues. • Ability to gather data, compile information, and prepare reports.		

	• Skill in organising resources and establishing priorities. • Ability to develop, plan, and implement short- and long-range goals • Ability to develop and maintain record keeping systems and procedures. • Ability to make clinical decisions and judgments. • Critical appraisal skills. • Knowledge of Good Clinical Practice Guidelines and current Trials' Regulations (EU Directive Clinical Trials) • Health Promotion		

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.