

SINGLE CORPORATE SERVICES

Research and development

Job title:	Specialist Research Midwife	<i>To be completed by HR</i> <i>Job Reference Number</i>
Reporting to:	Senior Research Sister	
Accountable to:	Lead Research Nurse	
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 both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

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 professional clinical support within scope of practice/staff group, to study research team, Senior Research Sisters, Research Nurse Leads, Clinical Research Leads in delivering high quality clinical research.

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

Job summary

1. To work as part of a team to co-ordinate, manage and deliver Clinical Trials within the department and other clinical areas as necessary within the organisation.
2. To be responsible for co-ordinating, delivering and maintaining a high standard of day-to-day clinical care for all patients eligible for and recruited into Clinical Trials within the department.
3. To provide support to study Principal Investigators, Senior Research Nurses, Research Nurse Leads, Clinical Research Lead(s), Deputy Director and ultimately the Trust Director of Research in delivering high quality clinical research, and to provide clinical leadership to the team.
4. 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.

Organisational Chart



Specific Core Functions

- To review new Trial protocols and contribute to the assessment of their clinical and practical implications (including feasibility and risk) to local patients, and the department.
- Deliver nursing/Midwifery care to trial participants
- To perform delegated clinical and administrative tasks as per Protocol

Key Responsibilities

Communication and Working Relationships

- The post holder will be providing and receiving routine information orally, in writing or electronically to inform work colleagues, patients, clients, carers, the public or other external contacts. The communication will include;
 - Providing and receiving routine information which requires tact or persuasive skills or where there are barriers to understanding
 - providing and receiving complex or sensitive information,
 - providing advice, instruction, or training to groups, where the subject matter is straightforward.
- 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.
- 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.

- Contribute to a supportive environment for all staff.

Analytical and Judgement

- Judgements involving straightforward job-related facts or situations.
- Judgements involving facts or situations, some of which require analysis.

Planning and organising

- The post holder organises own day-to-day work tasks or activities.
- Planning and organisation of straightforward tasks, activities, or programmes, some of which may be ongoing.

Physical Skills

- The post has minimal demand for work related 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

- Assists patients/clients/relatives during incidental contacts.
- Provides general non-clinical advice, information, guidance or ancillary services directly to patients, clients, relatives or carers.
- Provides personal care to patients/clients or provides basic clinical technical services for patients/clients or provides basic clinical advice.
- 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.

Policy and Service Development

- The post holder follows policies in own role which are determined by others; no responsibility for service development, but may be required to comment on policies, procedures, or possible developments.
- 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,

Management/Leadership

- The post holder provides advice or demonstrates own activities or workplace routines to new or less experienced employees in own work area.
- Report, escalate and manage 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.
- In conjunction with other team members, participate in quality monitoring and improvements.

- Take appropriate action to address unexpected changes and situations, informing the Senior Research Team or other if unable to resolve.
- Delegate duties and tasks to un-registered staff, students/trainees and other staff at Bands 1 to 4 as appropriate.
- Work closely with facilities management, 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.
- The post holder is responsible for day-to-day supervision or co-ordination of staff within the nominated 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 records personally generated information.
- 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

- Regularly undertakes R&D activity as a requirement of the job, or regularly undertakes clinical trials, or regularly undertakes equipment testing or adaptation.
- Carries out research or development work as part of one or more formal research programmes or activities as a major job requirement.
- Responsible for co-ordinating and implementing R&D programmes or activity as a requirement of the job.

Freedom to Act

- Generally, works with supervision close by and within well established procedures and/or practices and has standards and results to be achieved.
- The post holder is guided by standard operating procedures (SOPs), good practice, established precedents and understands what results or standards are to be achieved. Someone is generally available for reference and work may be checked on a sample/random basis.
- 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

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

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

- Exposure to unpleasant working conditions or hazards is rare.
- Occasional/frequent exposure to unpleasant or highly unpleasant working conditions e.g. bodily fluids, smell, etc.
- May be required to work unsocial hours as necessary dependent on the needs of the service.
- You may be required to work across local Trust sites to support research team delivery.

Professional Education and Development Role

..Complete the Competency Framework for the role and achieve the minimum skill set (list of competencies as defined in generic competency framework). Maintaining own learning record of evidence.

..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.

..Act in such a way that at all times the health and wellbeing 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.

Participate fully in the Appraisal and Development Review Process.

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	<ul style="list-style-type: none"> • Current RN Adult / RGN registration with NMC • Degree in relevant field • Evidence of CPD • Significant post registration experience • Relevant experience in Management /Leadership Course training. 	<ul style="list-style-type: none"> • Post graduate level qualification in Research or a 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 performance management 	
Experience	<ul style="list-style-type: none"> • Skills in motivating • Skill in working with cross-functional teams 		

	<ul style="list-style-type: none"> • Project management skills • Well-developed influencing skills across hierarchies and disciplines • Good management skills • Ability to act and ensure delivery • Responsive and flexible attitude and approach 		
<p>Knowledge</p>	<ul style="list-style-type: none"> • Strong customer service skills. • Interpersonal skills • Effective leadership and team building skills. • Effective communication skills (verbal and non-verbal) • Articulate and knowledgeable in current health care and Clinical Trials issues. • Ability to gather data, compile information, and prepare reports. • Skill in organizing 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)		
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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 everyday 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.