Rothschild House Group

JOB DESCRIPTION

ROLE

1. Role details	
Role Title	Research Nurse
Reports to	Research Lead Partner
Date Reviewed	Nov 26

2. Practice Purpose

Our aim is to provide the best possible healthcare to enable our patients to live well. This is achieved through a highly motivated, effective, and efficient Practice team.

3. Team Purpose

To support and deliver clinical research studies within the Practice, ensuring that research is conducted in accordance with Good Clinical Practice (GCP), study protocols, regulatory requirements, and patient safety standards.

4. Role Purpose

To support and deliver clinical research studies within the Practice, ensuring that research is conducted in accordance with Good Clinical Practice (GCP), study protocols, regulatory requirements, and patient safety standards.

The Research Nurse will identify, recruit, consent, assess, and follow up patients participating in clinical research studies undertaken by the Practice.

5. Core Duties & Responsibilities

Clinical Research Delivery

- Coordinate and manage research studies conducted within the practice.
- Screen medical records to identify eligible patients for research projects.
- Recruit and consent participants in line with study protocols and ethical requirements.
- Conduct study visits, clinical assessments, and research procedures.
- Collect, record, and maintain accurate research data.
- Ensure study documentation is completed accurately and within required timelines.
- Administer investigational medicinal products where appropriate and within competency.

Patient Care

- Provide safe, high-quality care to research participants.
- Monitor patients for adverse events and report concerns promptly.
- Act as a patient advocate throughout participation in research studies.
- Answer participant queries regarding studies and procedures.
- Maintain confidentiality and data protection standards.

Study Administration

- Maintain study files, logs, and regulatory documentation.
- Liaise with research sponsors, Clinical Research Networks, and external stakeholders.
- Schedule participant appointments and follow-up visits.
- Support monitoring visits, audits, and inspections.
- Ensure compliance with NHS, GCP, and governance requirements.

Collaboration and Communication

- Work closely with GPs, practice nurses, healthcare assistants, and administrative staff.
- Attend research meetings and training sessions.
- Promote a research culture within the practice.
- Support the development of new research opportunities.

Quality and Compliance

- Ensure adherence to:
    - Good Clinical Practice (GCP)
    - Research Governance Frameworks
    - Data Protection regulations
    - Practice policies and procedures
- Report protocol deviations and safety concerns appropriately.
- Participate in quality improvement activities relating to research.

Typical Clinical Duties

- Venepuncture and sample processing.
- ECGs.
- Vital signs monitoring.
- Health assessments.
- Questionnaire administration.
- Collection of biological samples.
- Medication administration (where appropriate).
- Follow-up telephone reviews.

ADMINISTRATIVE AND OTHER DUTIES

- Undertake other duties within your competencies.
- Work across al Practice sites as agreed with your Manager.
- Involvement in CQC related document preparation where appropriate.
- Provide internal cover, should the need arise due to illness / holidays or staff shortages.

6. Person Specification		
This is a specification of the experience, skills etc required to effectively carry out the duties and responsibilities of this post		
Qualifications	**Essential**	**Desirable**
Registered Nurse (NMC)	**Y**	
Good Clinical Practice (GCP) Certificate	**Y**	
Post Graduate Research Qualification		**Y**
Non-Medical Prescribing Qualification		**Y**
Car driver with vehicle access	**Y**	
Experience		
Clinical nursing experience within primary care, community, or hospital settings.	**Y**	
Experience of patient assessment and clinical procedures.	**Y**	
Knowledge of clinical research processes and governance.	**Y**	
Previous experience as a Research Nurse.		**y**
Experience with NIHR-funded studies.		**Y**
Experience working in General Practice.		**Y**
Skills, Knowledge and Behaviours		
Excellent communication and interpersonal skills.	**Y**	
Strong organisational and time management abilities.	**Y**	
Ability to manage multiple studies simultaneously.	**Y**	
Competent IT skills, including electronic patient record systems.	**Y**	
Understanding of confidentiality and data protection requirements.	**Y**	
Attention to detail.	**Y**	
Ability to work independently and as part of a multidisciplinary team.	**Y**	
Professional and patient-focused approach.	**Y**	
Commitment to continuous professional development.	**Y**	

7. DBS and Vaccinations	
DBS	Enhanced
Vaccinations	Clinical, including Hep-B

Please note your job description is intended only as a guide to the responsibilities that will generally be required of you. You may need to perform other duties that have not been mentioned to accommodate both patient and business needs.

PRACTICE

8. Practice Values, Policies & Procedures

Our values are laid out in our Patient and Staff Charters below and they are at the heart of everything we do. They set out the principles, standards and behaviours we abide by to deliver the best care possible for our patients. Our Policies & Procedures, which are located within the Staff Handbook, provide the advice and guidance on how we operate as a Practice.

Patient Charter:



Staff Charter:



Openness & Learning:

- We believe in a culture of openness and honesty at work, that enables us to learn and develop as individuals, teams and as an organisation.

Equality & Diversity:

- We value equality and diversity in employment and in the services we provide. We are committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job-related needs of all staff working in the Practice are recognised. We aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership.

- You are responsible for ensuring that policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Professionalism:

- Where you are a Registered member of staff (GP, Registered Nurse, Paramedic, Pharmacy Technician etc), you are to adhere to the Professional conduct, scope of professional practice and maintain registration.

- We actively encourage development within the workforce. You are required to comply with and complete mandatory training, and any other training or development that is required for your role or individual development.

- To be aware of and to work in accordance with all Practice policies.

- To contribute to the development and review of related clinical policies, protocols and guidelines.

- To participate constructively in individual performance management process and reviews.

Risk Management:

- You have a responsibility for the identification of all risks which could have a potential adverse effect of the Practice's ability to maintain quality of care and the safety of patients, staff and visitors and for taking positive action to eliminate or reduce these.

Health & Safety:

- You are to maintain a good working knowledge of Health and Safety procedures and fire precautions and operate the correct procedures and participate in policy development and data collection where appropriate, making effective use of training to update knowledge and skills

- You have a duty of care and personal obligation to act to reduce healthcare-associated infections (HCAIs). You must attend mandatory training in infection prevention and control (IPC) and be compliant with all measures required by the trust to reduce HCAIs. You must comply with the Practice's Infection Prevention & Control policies, including those that apply to your duties, such as hand decontamination, personal protective equipment, aseptic techniques and safe disposal of sharps.

- You are required to be fully aware of the potential health and safety hazards in the practice environment. In the event of an accident, whether a staff member or a patient, immediately

notify the Practice Management.

- You are responsible for keeping your own work areas and general/patient areas tidy and clean to avoid accident or injury.

Confidentiality & Data Security:

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.
- You are expected to comply with all Practice policies and procedures related to confidentiality and data security and to work in accordance with General Data Protection Regulations.

Safeguarding:

- We have a responsibility to safeguarding and promoting the welfare of children, young people and vulnerable adults who use our services. All Partners and staff share this responsibility and are to comply with current Practice policies, undertaking the appropriate level of training for the role.
- If you have reason for concern that a patient is 'at risk' you should escalate this to an appropriate person i.e. Manager, Practice Manager, Safeguarding Lead GP etc.