**Research Nurse - job description & person specification**

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| **Job Title** | Research Nurse |
| **Line Manager** | Nurse manager |
| **Accountable to** | The Partners |
| **Hours per week** | 15.00 |

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| **Job Summary** |
| The post-holder will assist in developing, supporting and promoting involvement in clinical research in the practice for the Clinical Research Network (CRN) East of England. Working closely with a multidisciplinary team, the key responsibilities include: to help identify eligible clinical study/trial participants, recruitment including informed consent, provision of study/trial information and support for patients/participants. Coordinate study/trial assessment, treatment and follow up whilst collecting data according to specific clinical trial protocols, ICH Good Clinical Practice, UK policy Framework for Health and Social Care, and EU Clinical Trials legislation.  |

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| **Generic Responsibilities** |
| All staff at Ranworth, Caradoc and Clacton Community Practices have a duty to conform to the following:**Equality, Diversity & Inclusion**A good attitude and positive action towards ED&I creates and environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do, and it is required by law.Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that you treat our patients and their colleagues with dignity and respect.**Safety, Health, Environment and Fire (SHEF)**This practice is committed to supporting and promoting opportunities to for staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for you, your team and others, and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation. **Confidentiality**This practice is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters, pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality at all times. It is essential that if, the legal requirements are to be met and the trust of our patients is to be retained that all staff protect patient information and provide a confidential service. **Quality & Continuous Improvement (CI)**To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.This practice continually strives to improve work processes which deliver health care with improved results across all areas of our service provision. We promote a culture of continuous improvement, where everyone counts and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care. **Induction Training**On arrival at the practice all personnel are to complete a practice induction programme; this is managed by the Practice Manager.**Learning and Development**The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff will be required to partake and complete mandatory training as directed by the training coordinator, as well as participating in the practice training programme. Staff will also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and ultimately, enable them to improve processes and service delivery. **Collaborative Working**All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is essential and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.**Service Delivery**Staff must adhere to the information contained with practice policies and regional directives, ensuring protocols are adhered to at all times. Staff will be given detailed information during the induction process regarding policy and procedure. **Security**The security of the practice is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured.**Professional Conduct**Staff are required to dress appropriately for their role. Administrative staff will be provided with a uniform whilst clinical staff must dress in accordance with their role.**Leave**All personnel are entitled to take leave. Line managers are to ensure all of their staff are afforded the opportunity to take a minimum of 28 pro rata days leave each year, and should be encouraged to take all of their leave entitlement.  |

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| **Primary Responsibilities** |
| The following are the core responsibilities of the digital ANO. There may be on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:**Clinical*** Assess protocols and advise on safety, regulatory and logistical issues for the set-up and running of the study/trial to ensure the well-being and safety of patients, participants and staff.
* Provide participants with specialist information regarding their participation, including risk factors.
* Provide a high standard and continuity of care for participants during the research study, maintaining lines of communication with clinical staff.
* Act as a resource to participants, their families and staff from within the clinical area, providing information and support; and to act as an effective referral to other support agencies where necessary.
* Achieve and maintain defined ‘competencies’ for clinical research to ensure that capability, skill and knowledge are appropriate for the work undertaken.
* When working within dedicated clinical research teams; ensure ethical and clinical safe practice.
* Undertake, with appropriate training, interventional treatments directly to participants according to study/trial protocol and procedures and record the resulting information.
* Take and process clinical samples (e.g. venepuncture/cannulation) for studies, co-ordinate tissue sample collection and dispatch to relevant department or trial centre as appropriate.
* Maintain clinical skills as appropriate e.g. phlebotomy, vital sign assessment, patient compliance and ECGs.
* Undertake research-associated laboratory work safely, as required.
* Work at all times as part of the extended multidisciplinary team and maintain excellent links with staff in primary care regarding the protocol care required for study/clinical trial participants.
* Retrieve and maintain medical records of participants for trial duration.

**Research*** Conduct research according to standards and regulations laid down in ICH Good Clinical Practice and EU Directives, and to the most current guidance relating to UK policy Framework for Health and Social Care and Research Ethics.
* Assist in the provision of background information about potential clinical trials to obtain approvals from the Health Research Authority.
* Co-ordinate and manage research within expected timelines.
* Work within and contribute towards the development and review of Standard Operating Procedures (SOPs) and local policies/procedures for clinical research.
* Understand the requirements of the study protocol and adhere to them.
* Identify suitable participants eligible for the study/clinical trial, in conjunction with the site investigator; identify, screen and recruit research participants using detailed knowledge of the protocols for the designated site specific groups.
* Prepare patient/participant documentation for treatment clinics with meticulous attention to detail and complete accurate records of patient care, maintaining source data and CRFs in a clearly trackable system, to ensure data validity.
* Report Serious Adverse Events (SAEs) and Suspected Unexpected Serious Adverse Reactions (SUSARs) immediately using the appropriate procedures.
* Provide ongoing support, advice and information to patients/participants with regard to their participation in clinical research in order to facilitate an effective informed consent process.
* Receive informed consent where appropriate; maintain the continuous informed consent of participants to ensure that the procedures and treatments agreed within the trial protocol are fulfilled.
* Co-ordinate own case load of participants within the allocated trials, e.g. organising trial-specific investigations, study treatments, appointments etc. as necessary.
* Meet with trial sponsors as necessary, providing information requested on trial participants.
* Participate in research protocol design, development and review: ensure that ethical issues are addressed and all personnel involved in the study/trial are made aware of any changes or protocol amendments.
* Advise when necessary on high quality participant information sheets.
* Collect accurate local data and deliver to clinical trial centres in a timely manner adhering at all times to the terms of the Data Protection Act.
* Record own observations and those of other healthcare professionals, in the trial database, with accuracy.
* Help to maintain the core entry database; participate in CRF completion, safety reporting, protocol compliance, monitoring and auditing of clinical trials.
* Attend relevant local, regional and national meetings related to specific trials.
* Assist with the resolution of data queries, contribute to financial processes of planning, running and closedown of studies.
* Contribute to study closure and archival preparation.
* Contribute to nurse-led research.
* Take opportunities to publish and present findings of research undertaken.
* Assist with the dissemination of research finding.

 **Communication** * Liaise closely with the Principal Investigator/Research Team and CRN East of England locality teams providing necessary research related information as required.
* Liaise with members of the departments at the investigator site who are involved in the conduct of specific trial procedures, such as pharmacy.
* Liaise with clinical trial centres and units as necessary and with relevant departments in order to ensure smooth running of clinical trials for patients.
* Liaise with the clinical trial personnel from the research sponsors regarding ethical, organisational, managerial, monitoring and financial aspects of the trial.
* Facilitate communication between the research sponsor and support departments involved in the research.
* Communicate effectively with research participants on all aspects of clinical research.

 **Education** * Develop and sustain own knowledge, clinical skills and professional awareness in clinical research and maintain a Personal Development Portfolio (PDP).
* Act as a knowledge resource, helping to meet the educational needs of staff, regarding individual research projects and the research submission pathway.
* Advise staff and researchers on data collection, data entry and safe data storage.
* Represent the clinical area by undertaking local presentations and teaching, including travel to investigator meetings where required.
* Update, develop and maintain theoretical and clinical skills and knowledge of the relevant clinical speciality/disease process.
* Maintain a working knowledge of relevant current treatments and national clinical trials offered to patients both locally and nationally; and awareness of future developments and technologies in specialist treatments as necessary.

 **Professional*** Accept personal accountability for own practice as a Registered Nurse and work at all times within the Nursing & Midwifery (NMC) Code of Conduct.
* Identify own professional development needs through active participation in the Trust Appraisals & Development Review process (ADR).
* Adhere at all times to practice policies and procedures.
* Keep up-to-date with the changes in nursing in order to improve patient care.
* Promote innovation in nursing by demonstrating research/evidence-based nursing practice.
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The person specification for this role is detailed overleaf.

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| **Person Specification – Diabetes Nurse** |
| **Qualifications** | **Essential** | **Desirable** |
| Registered Nurse | ü |  |
| Relevant post registration experience 1 year plus | ü |  |
| Diabetes module or qualification achieved at degree or master’s level | ü |  |
| Teaching Qualification |  | ü |
| **Experience** | **Essential** | **Desirable** |
| Experience of working in a primary care environment | ü | ü |
| Experience of working as a practice nurse or community nurse |  | ü |
| Experience of chronic disease management | ü |  |
| **Clinical Knowledge & Skills** | **Essential** | **Desirable** |
| Chaperone procedure | ü |  |
| Requesting pathology tests and processing the results, advising patients accordingly | ü |  |
| Diabetes | ü |  |
| Hypertension | ü |  |
| Understands the importance of evidence based practice | ü |  |
| Broad knowledge of clinical governance | ü |  |
| Ability to record accurate clinical notes | ü |  |
| Ability to work within own scope of practice and understanding when to refer to GPs | ü |  |
| Knowledge of public health issues in the local area |  | ü |
| Awareness of issues within the wider health arena |  | ü |
| Knowledge of health promotion strategies | ü |  |
| Understands the requirement for PGDs and associated policy | ü |  |
| **Skills** | **Essential** | **Desirable** |
| Excellent communication skills (written and oral) | ü |  |
| Strong IT skills | ü |  |
| Clear, polite telephone manner | ü |  |
| Competent in the use of Office and Outlook | ü |  |
| Systmone user skills |  | ü |
| Effective time management (Planning & Organising) | ü |  |
| Ability to work as a team member and autonomously | ü |  |
| Good interpersonal skills | ü |  |
| Problem solving & analytical skills | ü |  |
| Ability to follow clinical policy and procedure | ü |  |
| Experience with audit and able to lead audit programmes |  | ü |
| Experience with clinical risk management |  | ü |
| **Personal Qualities** | **Essential** | **Desirable** |
| Polite and confident | ü |  |
| Flexible and cooperative | ü |  |
| Motivated, forward thinker | ü |  |
| Problem solver with the ability to process information accurately and effectively, interpreting data as required | ü |  |
| High levels of integrity and loyalty | ü |  |
| Sensitive and empathetic in distressing situations | ü |  |
| Ability to work under pressure / in stressful situations | ü |  |
| Effectively able to communicate and understand the needs of the patient | ü |  |
| Commitment to ongoing professional development | ü |  |
| Effectively utilises resources | ü |  |
| Punctual and committed to supporting the team effort | ü |  |
| **Other requirements** | **Essential** | **Desirable** |
| Flexibility to work outside of core office hours | ü |  |
| Disclosure Barring Service (DBS) check | ü |  |
| Occupational Health Clearance | ü |  |
| Prescribing  |  | ü |

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice and the individual. All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the practice.