Suffolk Primary Care

Job Title: Clinical Research Nurse

Job Summary

The purpose of this role is to deliver safe, high-quality research within and across Suffolk Primary Care. The research nurse will support the existing Suffolk Primary Care Research team to improve the set-up time and implementation of clinical research and ultimately patient care. The role involves using an in-depth knowledge of research protocols and their application in practice, alongside a working knowledge and compliance with the local, national and international research regulations. The post holder will demonstrate effective professional nurse standards, advocacy and performance.

Excellent communication skills are essential as is the ability to work independently and as part of a team.

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.
- Work 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, coordinate 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 retain medical records of participants for trial duration.

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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 Research Governance and Research Ethics.
- Assist in the provision of background information about potential clinical trials to obtain approvals from Research Governance and Local Ethics Committees.
- 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.
- Take 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 trialspecific 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.
- 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.

Confidentiality

- 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.
- In the performance of the duties outlined in this Job Description, the post-holder will have access to confidential information relating to patients and their carers, staff and other healthcare workers. They may also have access to information relating to the business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business may only be divulged to authorised persons in accordance with SPC policies and procedures relating to confidentiality and the protection of personal and sensitive data

Health & Safety

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in our Health & Safety Policy, to include:

- Using personal security systems within the workplace according to guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified

Equality and Diversity

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with procedures and policies, and current legislation Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

Personal/Professional Development

The post-holder will participate in any training programme implemented by SPC as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development

- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work
  Monthly training sessions as necessary

Quality

The post-holder will strive to maintain quality, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources

Communication

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly

Contribution to the Implementation of Services The post-holder will:

- Apply SPC policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate

Equal Opportunities

SPC is an equal opportunities employer and you will be expected to comply with all relevant policies and procedures in this area together with all other policies and procedures as initiated.

Right to work

All applicants must have the legal right to work in the United Kingdom at the time of application and throughout the duration of employment. This includes holding a valid visa or immigration status that permits employment in the UK, if applicable.

Suffolk Primary Care is unable to employ or continue to employ individuals who do not have, or are unable to provide evidence of, their right to work in the UK.

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Code of Conduct

All staff are required to work in accordance with the code of conduct for their professional group (e.g. Nursing and Midwifery Council, Health Professions Council, General Medical Council, NHS Code of Conduct for Senior Managers).

Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection. Clinical staff, on entering and leaving clinical areas and between contacts with patients, must apply alcohol gel to their hands and also wash their hands frequently with soap and water. Staff are required to communicate any infection risks to the Infection Control lead.

Complaints

From time to time, complaints may occur, no matter how professional the approach of our staff. All complaints are investigated promptly, and the full co-operation of staff is required. The current guidelines amplify the above points with policies and procedures explained.

Clinical Governance and Risk Management

SPC believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of SPC you are expected to take a proactive role in supporting the clinical governance agenda by:

- Taking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following polices, guidelines and procedures
- Maintaining continued professional development
- Clinical staff making entries into patient health records are required to follow any SPC standards of record keeping

Information Quality Assurance

As an employee of SPC it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with SPC requirements and instructions.

Freedom of Information

The post holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that SPC complies with the Act when handling or dealing with any information relating to SPC activity.