

JOB DESCRIPTION

# GENERAL INFORMATION

**Title** Research Nurse

**Grade** Band 6

**Job base** Cardiovascular Research Centre, Royal Brompton & Harefield Hospitals

**Accountable to** Cardiovascular Research Nurse Manager

**Responsible to** Cardiovascular Research Nurse Manager

**DBS checks** enhanced

### **Job summary**

The function of a clinical research nurse is to support a portfolio of cardiovascular clinical studies in Royal Brompton and Harefield NHS Foundation Trust. You will be responsible for assessing and managing the care pathways for patients and carers participating in clinical trials, be directly involved in the recruitment, education and monitoring of trial patients and in the collection and documentation of accurate data.

You will be responsible for providing research nurse support for cardiovascular research studies within the Trust. As a cardiovascular research nurse, you will be allocated to specific clinical trials, however you will also be expected to be flexible and on occasion may have to work on other studies, based on your caseload and capacity to take on extra work. As well as working with clinical investigators, you will also work collaboratively with multi-disciplinary care teams involved in the management of clinical trial patients on studies to which you are assigned.

Main tasks and responsibilities

Responsibilities for Research

The post-holder will:

* Assist senior research staff in the day-to-day running of research projects, caring for research patients, and liaising with other departments and external agencies.
* Obtain informed consent for research projects, including genetic research, ensuring the following is accounted for:
* The patient (and significant others) fully understand the nature of the clinical trial.
* The patient is aware that entry into the trial is voluntary and they can withdraw at any point without prejudice.
* The patient is aware of any extra procedures required by the trial.
* The consent form is completed accurately and filed as required.
* Collect and process blood and other samples from patients for research projects.
* Maintain and regularly update databases on patients records and outcomes, including associated administrative tasks such as writing to patients or their medical teams
* Assist in the management, coordination, organisation and implementation of basic science and clinical trial protocols in accordance with International Conference on Harmonisation/ Good Clinical Practice (ICH/GCP). This would be for both non-commercial and commercial studies
* Use appropriate manual and computerized systems, and ensure accurate collection and maintenance of all study records, including the backing up of data.
* Supervise and assist in the development of local Standard Operating Procedures (SOPs).
* Facilitate effective communication of complex study information with all relevant research personnel, including medical, nursing, administrative, and pharmacy staff.
* Identify strategies and take responsibility for the recruitment of patients into clinical studies at the RBHT to which you are allocated.
* Identify barriers to recruitment to trials and ensure that the site PI and Research Office are made aware of them. Identify and implement action/plans as required.
* Ensure that clinical trial protocols are adhered to.
* Ensure that you and the teams on the clinical trials to which you are assigned are working according to GCP, HTA, and research governance standards for clinical trials.
* Supply data as required to the RBHT Research Office and the North-West London CRN regarding progress of clinical trials.

Responsibility for Clinical Care

The post-holder will:

* Provide a high standard of nursing care within a multi-professional research team.
* Co-ordinate the care of your own case load of clinical trial patients.
* Work within Nursing and Midwifery Council (NMC) Code of Professional Conduct and adhere to RBH&FT policies and procedures.
* Ensure the smooth planning, implementing and running of research studies.
* Ensure participant treatment is in accordance with clinical research protocols.
* Act as patient advocate ensuring their rights are protected at all times.
* Attend multi-disciplinary meetings, and appropriate clinics, to screen and recruit new patients, and to act as a resource to the members of the MDT.
* Ensure the safe administration of treatments and drugs given within the context of a clinical trial.
* Ensure that trial specific investigations are undertaken as required by the trial protocol, in order to establish eligibility and safety to enter the trial.
* Maintain accurate documentation of patient events in nursing/medical notes.
* Report and record serious adverse events that occur whilst the patient is in the clinical trial to the trial co-coordinator/PI and relevant local personnel
* Provide ongoing information, education and support to patients (and their significant others) regarding clinical trials.
* Continually evaluate the quality of care given, regularly assessing the needs of the participant and effect change required to ensure their safety.
* Participate in internal and external working groups to develop and share evidence based/best practice, locally, nationally and internationally.
* Assist in planning staff rotas and ensuring cover for planned/annual leave within the team as delegated.
* Be prepared to work flexibly to provide a comprehensive research service to participants.
* Liaise with Study monitors to assist with internal and external Quality Assurance and Audit.
* Contribute towards the development of the nursing team, assisting in implementing policies, cascading information and delivering training as required.

People management

The post-holder will:

* Manage own workload, patient interviews and co-ordinating investigations and procedures and arranging any follow up necessary for complex research trials.
* Develop effective working partnership with Principal Investigator and all members of the research team and other members of the multidisciplinary team, ensuring the two-way flow of all necessary documentation and information.
* Inform the Senior Research Nurse or the CRC manager in their absence of any untoward incidents or problem areas affecting participants or staff.
* Compile information for and accurately complete Project Reports as requested for delegated studies.

Education and Development

The post-holder will:

* Will be trained and expected to maintain knowledge of key research conditions and level of clinical skills necessary to perform highly specialised procedures, dependent on the research protocol.
* To work with other clinical trial nurses and clinical nurse specialists in the Trust to share knowledge and to provide mutual support.
* To attend the research nurse forum and any national meetings in relation to clinical trials as appropriate and agreed with local training link.
* Develop and implement the delivery of teaching programs within the research nurse team.
* Recognize and use spontaneous and formal learning opportunities and share knowledge and experience with other staff.
* Continue to maintain and develop personal and management skills by undertaking mandatory and other training as required.
* Meet NMC requirements which include continued professional development (CPD) and re-validation.
* Support junior staff in the implementation and organization of basic science and clinical trial protocols

General

To abide by the Trust’s core behaviours for staff and all other Trust policies including standing financial instructions, research governance, clinical governance, patient and public involvement, codes and practices, and health and safety policies

Other duties

To undertake any other duties commensurate with the grade as requested.

**This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the postholder.**

**ADDITIONAL INFORMATION**

Trust mission

To be the leading national and international centre for the diagnosis, treatment and care of patients with heart and lung disease, creating and disseminating knowledge through research and education

###### Confidentiality

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly that relating to patients and staff.

In order to comply with the Data Protection Act 1998 you must not at any time use personal data held by the Trust for any unauthorised purpose or disclose such as data to a third party.

You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trust, unless expressly authorised to do so by the Trust.

**Health & Safety**

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of yourself and others and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

**Smoking**

It is the policy of Royal Brompton & Harefield NHS Trust that all people who work for the Trust or, while on it’s premises, obtain treatment or visit the Trust in any capacity, do so without exposure to tobacco smoke.

The Trust aims to provide appropriate support, in partnership with local Occupational Health and Primary Care Trust services, to ensure that Trust staff patients can access practical help and support in their attempts to stop smoking.

This policy is based on clear evidence that, in addition to the health risks taken by smokers themselves, others who breathe in exhaled tobacco smoke (passive smokers) have increased risk of disease.

The Royal Brompton & Harefield NHS Trust is a non smoking Trust.

**Diversity**

You are at all times required to carry out your responsibilities with due regard to the Trust’s diversity policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

**Risk management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

**Conflict of interests**

You may not without the consent of the Trust engage in any outside employment. In accordance with the Trust’s conflict of interest policy, you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment in the Trust. Interests that might appear to be in conflict should also be declared to your manager.

In addition, the NHS Code of Conduct and Standards of Business Conduct for NHS Staff (HSG 93/5) requires you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position that may give rise to a conflict between your private interest and your NHS duties.

##### CODE OF CONDUCT FOR PROFESSIONALLY QUALIFIED STAFF GROUPS

All staff are required to work in accordance with their professional group’s code of conduct (eg NMC, GMC, DoH Code of Conduct for Senior Managers).

**Disclosure and Barring Service (where relevant)**

If the post has been identified as being an 'eligible position’ under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or, in some cases, the Police Act 1997, it meets the eligibility criteria for a disclosure to be requested through the Disclosure and Barring Service (DBS). Where a DBS check is indicated above applicants who receive a conditional offer of employment will need to complete a satisfactory DBS check prior to the appointment being confirmed.

With the exception of Basic disclosure certificates which only contain information about spent convictions, all other DBS level checks will disclose both spent and unspent convictions, cautions (including reprimands and final warnings) which are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 (as amended). Enhanced disclosures may also include other relevant police information where this is deemed relevant to the position you are applying for.

A criminal record will not necessarily bar you from appointment - that will depend on the nature of the position for which you are applying and the particular circumstances of the incident(s).

You must also inform the Trust immediately if at any time during your employment you are the subject of an investigation by the Independent Safeguarding Authority or are Barred from either its Children’s Barred List or Adults’ Barred List. Failure to comply with these requirements may result in disciplinary action. You will be committing a criminal offence if you seek to undertake or undertake any Regulated activity while Barred by the Independent Safeguarding Authority from either its Children’s Barred List or Adults’ Barred List.

### **Core behaviours for all Trust staff**

All staff will commit to:

* Act with honesty and integrity at all times
* Demonstrate respect for others and value diversity
* Focus on the patient and internal and external customer at all times
* Make an active contribution to developing the service
* Learn from and share experience and knowledge
* Keep others informed of issues of importance and relevance
* Consciously review mistakes and successes to improve performance
* Act as ambassadors for their directorate and the Trust
* Be aware of the impact of their own behaviour on others
* Be discreet and aware of issues requiring confidentiality

In addition, all managers and supervisors will:

* Value and recognise the ideas and contributions of all team members
* Coach individuals and teams to perform to the best of their ability
* Delegate work to develop individuals in their roles and realise their potential
* Give ongoing feedback on performance, and effectively manage poor performance
* Provide support and guidance to all team members
* Encourage their team to achieve work/personal life balance
* Actively listen to comments/challenges and respond constructively
* Lead by example, setting high standards
* Ensure that there are sufficient resources for their team and rebalance priorities accordingly
* Provide a safe working environment

# Infection and Prevention Control

All Trust staff will:

* Act as a role model and champion for the highest standards of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.
* Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

Nurses working within the Royal Brompton & Harefield NHS Foundation Trust are expected to abide by the essentials of nursing care (6 C's)

• Competence: to continually develop nursing knowledge and skills

• Care: to always provide the highest quality care to all patients

• Compassion: to treat people with kindness and respect at all times

• Commitment: to always strive to do the best for patients

• Communication: to be open and transparent with patients and colleagues at all times

• Courage: to always speak out if it is in the patients best interest

**Confirmed as accurate by postholder:………………………………………………**

**Date:…………………………………………………………………………………………..**

**Confirmed as accurate by manager:………………………………………………….**

**Date:…………………………………………………………………………………………..**