

## **JOB DESCRIPTION**

### **GENERAL INFORMATION**

**Title:** Clinical Trials Administrator, Cardiovascular Research Team

**Grade:** Band 4

**Job Base:** Harefield Hospital

**Responsible To:** Lead Research Nurse

**Accountable to:** Lead Research Nurse

**DBS Checks:** Standard

- **Job Summary:**

Day to day running of Administration of Cardiology department research

The Research clinical trials administrator will take responsibility in the following areas:

- **Clinical Trial Administration responsibilities**

- Provide administrative support for the cardiology research team.
- To work closely with the Clinical Research nursing staff Consultants, Fellows, Trial Coordinators, and to continuously improve unit procedures and the quality of clinical trial coordination
- To ensure source document worksheets that are created by the relevant clinical team for each trial running on the cardiology research team.
- Ensure Cardiology research team is updated and maintained from information gained from attending various meetings and unit leader.
- Liaise with relevant hospital departments and GP surgeries to collect clinical data from trial participants
- Collect and enter data into electronic or paper Case Report Forms (CRF) from source data files and medical records
- Plan work to meet deadlines
- To act autonomously and without supervision in collaboration with the rest of the research team within area of competence
- Understand and work to the Data Protection Act
- Understand and work to relevant information governance policies

- Ensure data security, quality, and integrity according to Good Clinical Practice
- Maintain patient and research confidentiality

- **Information management**

- Ensure that data collection forms are completed and filled correctly and promptly and any data queries resolved
- Assist in establishing and maintaining an effective and efficient records management system
- Ensure data is available for verification, audit and inspection purposes as necessary
- Undertake relevant training for electronic information systems
- Request notes from the medical records library as required and ensure they are tracked and stored according to Trust policy
- Request clinical data from external sources, e.g. GP surgeries, hospitals, electronic medical record databases

- **Communication**

- Use Imperial College and Royal Brompton & Harefield NHS Trust systems
- Maintain and promote effective communication with all members of the multi-disciplinary team and other Wards / Departments
- Deal effectively with all communications and enquiries including written, verbal and face to face.
- Promote the corporate image of the Trust to all individuals, groups and organisations both within the Trust and to the community at large
- Participate fully as a team member, sharing knowledge and information and supporting colleagues to promote a cohesive team and the achievement of team objectives
- To establish and maintain good working relationships with other researchers and supporting clinical/research services
- To attend departmental meetings as and when appropriate and provide updates on progress of data collection and data entry

## **Other duties**

**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 post holder.**

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



## **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 either Trust for any unauthorised purpose or disclosure 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 Trusts, unless expressly authorised to do so by the Trusts.

### **Health and 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 themselves and others and to ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

### **Diversity**

You are at all times required to carry out your responsibilities with due regard to the Trust's Equal Opportunities 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 and 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 position in the Trust. Interests that might appear to be in conflict should also be declared.

In addition the NHS Code of Conduct and Standards of Business conduct for NHS Staff (HSG 93/5) required 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, which may give rise to a conflict between your private patient's 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).

### **CRIMINAL RECORD BUREAU CHECKS (where relevant)**

Any applicant who is short-listed for this post will be asked to complete a disclosure form as the post-holder will be required to have contact with vulnerable adults or persons under the age of 18. The successful candidate will be subject to a criminal record check from the Criminal Records Bureau prior to the appointment being confirmed. The disclosure will include details of cautions, reprimands, and final warnings, as well as convictions if applicable.

### **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



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- Lead by example, setting high standards
- Ensure that there are sufficient resources for their team and rebalance priorities accordingly
- Provide a safe working environment

Confirmed as accurate by post-holder:.....

Date:.....

Confirmed as accurate by manager:.....

Date:.....

## PERSON SPECIFICATION

### GENERAL INFORMATION

**Post:** Clinical Trials Administrator, Cardiovascular Biomedical Research Unit (BRU)

REQUIREMENTS	ESSENTIAL	DESIRABLE
<b><u>EDUCATION &amp; QUALIFICATIONS</u></b>	<ul style="list-style-type: none"> <li>Educated to A Level (or equivalent).</li> <li>GCSE English and Maths Grade C or above.</li> </ul>	<ul style="list-style-type: none"> <li>Science or computer literacy/skills qualification (e.g. ECDL).</li> </ul>
<b><u>EXPERIENCE &amp; KNOWLEDGE</u></b>	<ul style="list-style-type: none"> <li>Previous administrative experience.</li> <li>Experience of entering data into a variety of electronic and paper systems.</li> <li>Experience of working independently</li> <li>Experience of filing and collating records.</li> <li>Experience of Microsoft Office, (including: Access, Excel, Powerpoint, Outlook).</li> </ul>	<ul style="list-style-type: none"> <li>Experience in a healthcare setting.</li> <li>Previous experience in a research setting.</li> </ul>
<b><u>SKILLS &amp; ABILITIES</u></b>	<ul style="list-style-type: none"> <li>Excellent verbal and written communication skills.</li> <li>Methodical, accurate with meticulous attention to detail.</li> <li>Numerate.</li> <li>IT Literate.</li> <li>Highly organised.</li> <li>Excellent time management skills.</li> <li>Ability to work to deadlines.</li> <li>Flexible and adaptable to meet the needs of the CBRU.</li> <li>Ability to follow protocols and work to Standard Operating Procedures (SOPs).</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of clinical trial/research process.</li> <li>Understanding of medical/scientific terminology.</li> </ul>



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**PERSONAL  
QUALITIES**

- Team player
- Good interpersonal working relationships.
- Self motivating and able to motivate others
- Commitment.
- Punctual.
- Ability to work within a multidisciplinary team