Oxford University Hospitals NHS
NHS Foundation Trust

CRN Thames Valley and South Midlands

JOB TITLE: CRN Thames Valley & South Midlands
Research Staff Nurse/Clinical Research Practitioner

GRADE: Band 5

HOURS: 37.5 hours per week

REPORTING TO: CRN Direct Delivery Team Manager

PROFESSIONAL AND CLINICAL ACCOUNTABILITY:
CRN Direct Delivery Team Manager

TENURE: Permanent

ABOUT THE NETWORK

The National Institute for Health Research (NIHR) is funded through the Department of Health to improve the health and wealth of the nation through research.

The CRN: Thames Valley and South Midlands is one of 15 local Clinical Research Networks in the NIHR Clinical Research Network (NIHR CRN). The NIHR CRN is the clinical research delivery arm of the NHS in England, tasked with supporting the rapid set-up and effective conduct of studies, so that researchers can gather the robust evidence needed to improve treatments for NHS patients. These local Networks drive clinical research delivery performance across the locality, and champion the role of clinical research in the NHS at every level.

The CRN: Thames Valley and South Midlands is hosted by Oxford University Hospitals NHS Foundation Trust and works in partnership with local NHS Trusts to fulfil the aims of the NIHR CRN. The CRN: Thames Valley and South Midlands supports clinical research in Oxfordshire, Buckinghamshire, Berkshire and Milton Keynes.

ROLE PROFILE:

The post is based within the CRN Direct Delivery Team which aims to offer a flexible, responsive workforce across a number of specialties including Surgery, Cancer, ENT, Anaesthesia and Trauma.

The primary aim of this post is to promote the entry of patients into clinical research studies and trials across the Thames Valley and South Midland Clinical Research Network although primarily based within the Oxford University Hospitals NHS Foundation Trust it could potentially involve working around the Network. The post holder maybe required to work across a number of specialities and sites to allow the network to be responsive to research demands.

Central to this role is the recruitment, education, support and monitoring of the patient entering a clinical trial. The maintenance of accurate and comprehensive records is an essential aspect of this post.

The post holder will work closely with the research nurses, clinical teams, and departmental heads and designated junior doctors/SPR's, continually striving to improve quality of care and clinical outcomes.

CLINICAL AND RESEARCH

With assistance implement, develop and facilitate the running of research studies and trials within the Thames Valley and South Midlands Clinical Research Network.

3.1 Clinical

- Plan and coordinate your day-to-day work in collaboration with the management team.
- In collaboration with the Research Team, ensure the safe administration of treatments given within the context of a clinical trial.
- Manage a caseload of people who have consented to participate in certain studies.
- Undertake study procedures required and in line with the research protocol.
- Provide accurate and timely information, education and support to patients (and their significant others) regarding clinical research.
- Maintain accurate documentation.
- Have an understanding of adverse event reporting and recording, and ensure that the team, Principal Investigator and Study co-ordinator are made aware of any such events.
- Act at all times in a way that maintains patients' and carers' dignity.
- Refer to other specialists as required in order to provide optimal patient care.

3.2 Research

- Work according to GCP and research governance standards for all aspects of work practice.
- Support studies running across the Network/Division as needed.
- Provide a support service for named clinical trials.

- Coordinate non-complex studies under the supervision and support of senior colleagues.
- Adhere to clinical study protocols and report protocol deviations and violations to study coordinator.
- Have an awareness of legislation and the Mental Capacity Act; take informed consent as per study protocols as delegated by appropriate Principal Investigators following appropriate training.
- Register/randomise patients into studies.
- Assist in the identification of patients eligible to enter clinical studies.
- Ensure that clinical trial records are accurately maintained.
- Ensure that own case report forms are accurately completed, in paper and electronic format.
- Communicate effectively with the rest of the study team and patients/carers.
- Keep up to date with departmental, Trust, NHS, and EU developments for the management of clinical research.
- Input to recruitment strategies. Support and assist in the development of action plans as required.
- Support the Research Team / Study Co-ordinator in the event of inspection from a regulatory and/or monitoring authority.
- Provide support for clinical trial colleagues in their absence.
- Attend meetings relevant to the nature of the job.
- Travel as required by the network to research locations across the organisation.

3.3 **Administration**

- Use the NIHR CRN and NHS Trust computer systems / network and the internet.
- Ensure that all data is handled according to the Data Protection Act and in a confidential, and where necessary anonymised, fashion.

3.4 **Education and Training**

- Promote research across the network in relation to clinical trials.
- Assist in the education and support of clinicians and service users.

- Continue your own personal and professional development keeping updated with current practice.

- Contribute to performance development review processes.
- Proactively seek opportunities for personal development and progression.

- Attend national meetings and training as relevant to role.

GENERAL REQUIREMENTS

- Project a professional and positive image of the CRN Thames Valley and South Midlands Clinical Research Network and NIHR CRN Nationally.

- Keep up to date with all new developments within the Network and develop own skills and competencies.

- Participate in an individual personal development review.

- Ensure that annual leave is appropriately authorised, and sickness absence is reported in line with Trust policy.

- Travel as required across Thames Valley and South Midland Clinical Research Network and Nationally.

RISK MANAGEMENT

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the:
- Major Incident Policy
- Fire Policy
- Incident Reporting Policy

and should make themselves familiar with the 'local response' plan and their role within that response.

RESPONSIBILITIES FOR HEALTH & SAFETY

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

INFECTION CONTROL

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the ORH Trust have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

CHILD PROTECTION

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

INFORMATION GOVERNANCE

All staff must complete annual information governance training. If you have a Trust email account this can be completed on-line, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

DATA QUALITY

Data quality is a vital element of every member of staff's job role. The Oxford Radcliffe Hospitals recognises the importance of information in the provision of patient care and in reporting on its performance. Data quality is therefore crucial in ensuring complete, timely and accurate information is available in support of patient care, clinical

governance, performance management, service planning, and financial and resource planning and performance.

All staff should ensure that they have read and understood the Trust's Data Quality Policy.

This job description is an outline only and does not contain an exhaustive list of duties and you may be required to undertake additional responsibilities. It may be amended by the CRN Direct Delivery Team Manager and Network following discussion with the post holder.