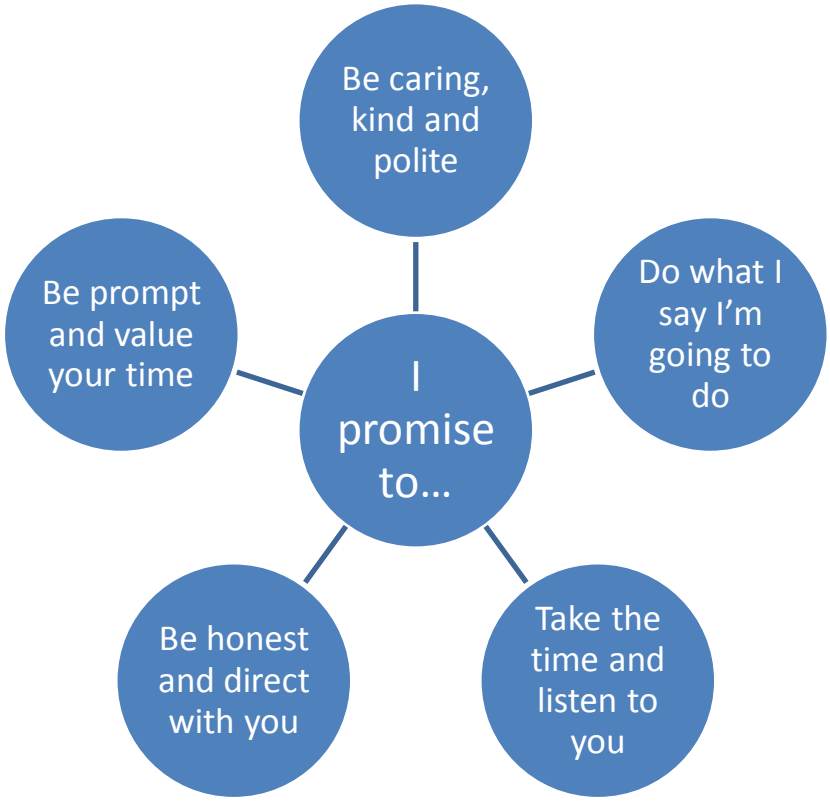
Job Title:	Research Assistant
Band:	5
Hours:	37.5
Department:	South London and Maudsley NHS foundation trust and Department of Psychosis Studies at the Institute of Psychiatry, Psychology and Neuroscience (IoPPN), King's College London
Location:	London
Reports to:	Professor James MacCabe
Responsible for:	N/a

Job Purpose:

This position provides an exciting opportunity to be a Research Assistant on a clinical trial investigating the use of clozapine in young people with treatment resistant psychosis funded by the National Institute for Health Research (NIHR). The position will be within the South London and Maudsley NHS Trust and the Department of Psychosis Studies at the Institute of Psychiatry, Psychology and Neuroscience (IoPPN), King's College London (Denmark Hill campus).

CLEAR (Clozapine in Early Psychosis) is a multisite randomised controlled trial aiming to determine whether clozapine is more effective than treatment as usual (TAU, i.e. standard antipsychotics) in people < 25 years old, at the level of clinical symptoms, patient rated outcomes, quality of life and cost effectiveness. Additionally, MRI brain scans and blood samples investigate clozapine's mechanism of action. Under the supervision of Professor James MacCabe and the study's Trial Manager, the post-holder will be vital in the successful recruitment and assessment of participants. This is an ideal opportunity for someone who wishes to have a career in mental health research.

Our values and commitments:



Key Responsibilities:

- Assessment of research participants
- Advertising the study and liaising with participants' clinicians
- Data collection and entry in accordance with data protection guidelines and relevant SOPs
- To undertake the necessary administration and organisation in relation to the implementation of the project, and ensure the successful conduct and completion of the project
- Organise and schedule participant visits and appointments
- Be a point of contact for participants in the study and clinical staff across sites
- Undertake any other reasonable duties that may be relevant to the role

Personal Specification:

Qualifications	
Essential Requirements • Relevant undergraduate degree (A)	**Desirable Requirements** • Relevant further degree (e.g., MSc) (A) • Good Clinical Practice training (A)

Experience	
Essential Requirements • Experience of interviewing research participants (A/I) • Experience conducting research in clinical settings or within a randomised controlled trial (A/I) • Experience of recruiting to research studies (A/I)	**Desirable Requirements** • Experience of performing clinical diagnostic assessments (A/I) • Demonstrable evidence of working to study recruitment targets (A/I) • Experience of working as part of a multidisciplinary team (A/I) • Experience of Data Management (A/I) • Experience in administrating clinical research scales to assess outcome measures (A/I) • Experience in psychosis research(A/I) • Experience of working with mental health teams for clinical or research purposes (A/I) • Experience of facilitating MRI scans (A/I)
Knowledge / Skills	
Essential Requirements • Strong interpersonal, oral and written communication skills with the ability to convey goals of research to lay people (A/I) • Attention to detail for careful record taking (A/I) • Ability to deal sensitively with study participants and their families / carers (A/I) • An understanding of data protection and patient confidentiality (A/I) • An awareness of ethical and Research Governance guidelines (A/I) • A high level of organisational skills (A/I) • Good writing skills (A/I)	**Desirable Requirements**
Personal characteristics/other requirements	

Essential requirements	Desirable requirements
• Enthusiastic and self-motivated (A/I) • Ability to create good working relationships with participants and support effective data gathering through interviews (A/I) • Ability to manage own responsibilities and administrative activities independently whilst seeking senior support when necessary (A/I) • Ability to balance competing priorities under pressure of deadlines and workloads (A/I) • A pragmatic and diplomatic approach to problem solving (A/I) • Good attention to detail and high standards of accuracy in all aspects of work (A/I) • Good telephone manner (A/I) • Keen to travel to various recruitment sites around London, Oxford and South West England (driving license not essential / travel expenses will be reimbursed) (A/I)	• A commitment to a career in mental health or research (A/I)

About South London and Maudsley:

South London and Maudsley NHS Foundation Trust (SLaM) provide the widest range of NHS mental health services in the UK as well as substance misuse services for people who are addicted to drugs and alcohol. We work closely with the Institute of Psychiatry, Psychology and Neuroscience (IoPPN), King's College London and are part of King's Health Partners Academic Health Sciences Centre. There are very few organisations in the world that have such wide-ranging capabilities working with mental illness. Our scope is unique because it is built on three major foundations: care and treatment, science and research, and training.

SLaM employ around 5000 staff and serve a local population of 1.1 million people. We have more than 230 services including inpatient wards, outpatient and community services. Currently, provide inpatient care for approximately 5,300 people each year and treat more than 45,000 patients in the community in Croydon, Lambeth, Lewisham and Southwark; as well as substance misuse services for residents of Bexley, Bromley and Greenwich.

By coming to work at SLaM, you will gain experience of being part of an organisation with a rich history and international reputation in mental health care. You will have access to professional development and learning opportunities, and have the chance to work alongside people who are world leaders in their field. SLaM delivered more than 14,000 training experiences in 2014; providing an extensive range of learning opportunities for staff at all levels. In addition, our working relationship with King's Health Partners allows those working at the Trust to get involved in academic research.

Trust Policy and Procedures:

Confidentiality:
Confidentiality/data protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours) in accordance with professional codes of conduct and relevant legislation such as the Data Protection Act. The post holder should ensure that they are familiar with and adhere to all Trust Information governance policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action may be taken.

Equal Opportunities:
Promote the concepts of equality of opportunity and managing diversity Trust wide.

Health and Safety:
Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors and employees.

Infection Prevention and Control:
Employees must be aware of their responsibilities to protect service users, visitors and employees against the risks of acquiring health care associated infections, in accordance with Trust policy.

Professional standards and performance review:
Maintain consistently high professional standards and act in accordance with the relevant professional code of conduct. Employees are expected to participate in the performance review process.

Service/Department standards:
Support the development of performance standards within the Service/Department to ensure the service is responsive to and meeting the needs of its customers.

Finance:
All Trust staff will comply with the financial processes and procedures.

Safeguarding Children & Vulnerable Adults:
Employees must be aware of the responsibilities placed on them under the Children Act 1989, 2004 and the trusts safe guarding vulnerable adults policy.

Code of Conduct:
The post holder is required to adhere to the standards of conduct expected of all NHS managers set out in the Code of Conduct for NHS managers.

This job description will be subject to regular review and adjustment.

SUMMARY:
This job description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development of the post holder.