Doncaster and Bassetlaw Teaching Hospitals
NHS Foundation Trust

JOB DESCRIPTION

Job Title: Research Sister/Charge Nurse

Band: 6

Department: Research and Innovation

Responsible to: Senior Research Sister/Charge Nurse

Accountable to: Head of Research

JOB PURPOSE

This is an exciting opportunity to work as part of a multi-disciplinary research team, managing and coordinating clinical research studies. The aim of this post is to increase recruitment into research studies as part of the strategic development of Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust.

The post will involve recruiting patients into clinical studies, providing support and education whilst on the clinical study and the collection and documentation of accurate data. The post holder will be responsible for co-ordinating the set-up of new studies, in conjunction with the R&I department. This will include studies adopted onto the National Institute for Health Research (NIHR) portfolio and those commercially sponsored. The post holder will work as part of the larger team to ensure the research is delivered in accordance with the necessary requirements and regulations, including ICH Good Clinical Practice Guidelines.

Support will be provided from the relevant NIHR network; full training will be given to develop the post.

MAIN DUTIES AND RESPONSIBILITIES

The function of a Research Sister/Charge Nurse is to assist in the provision of a clinical research service within Doncaster & Bassetlaw Teaching Hospitals NHS Foundation Trust. A Research Sister/Charge Nurse is responsible for assessing and managing the care pathways for patients and carers participating in clinical studies. This involves the recruitment, education and monitoring of research patients and the collection and documentation of accurate data. The Research Sister/Charge Nurse works collaboratively with the clinical research team and the wider multi-disciplinary team, in the management of a caseload of clinical research patients.

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 be responsible for screening, recruiting and co-ordinating a case load of patients within the research portfolio of Trust. This will involve working across both Doncaster Royal Infirmary and Bassetlaw Hospital, as required by individual study and patient requirements.

Clinical - patient care duties and responsibilities

- To co-ordinate the care of a caseload of clinical research patients in collaboration with the research delivery team
- To act as a primary contact point for the clinical research patient
- To ensure that research specific investigations are undertaken as required by the research protocol, in order to establish eligibility and safety to enter the research
- To possess a theoretical knowledge of the relevant clinical diagnoses and therapeutic interventions relevant to required area
- To provide ongoing information, education and support to patients (and their significant others) regarding clinical research.
- To maintain accurate documentation of patient events in the patient casenotes
- Facilitate data collection into the case report forms
- Monitor treatment toxicity/side effects and initiate changes to treatment as required by the protocol
- Report and record adverse and serious adverse events that occur whilst the patient is being treated on a clinical research to the research co-coordinator/Principal Investigator and relevant local personnel/regulatory authorities
- To provide ongoing follow up care whilst patient is in the clinical research

- To ensure the safe administration of treatments and drugs that are given within the context of a clinical research
- Assist other members of the multi-disciplinary team as necessary and appropriate
- Refer to other specialists as required in order to provide optimal patient care
- Co-ordinating clinics and booking patient appointments according to research protocol requirements

Clinical Governance - including research

- To identify patients eligible to enter clinical research studies
- Register/randomise patients into research studies
- To ensure that the clinical research protocols you are working on are adhered to
- To work according to GCP and research governance standards for clinical research
- To facilitate the informed consent process ensuring high standards of GCP are adhered to and that the Standard Operating Procedure is followed
- To provide support for clinical research colleagues in their absence in negotiation with line manager
- To contribute to the management of the local portfolio of clinical research studies
- To assist in the process of gaining local Trust permission
- Liaise with clinical research personnel outside the Trust as necessary
- Data management collection for monitoring patient progress during the research and recording research information
- To identify barriers to recruitment to studies and ensure that the Principal Investigator, Trust R&D office and relevant network lead are aware of them. To support/action plans as required
- To attend local, national and international meetings relevant to the nature of the job
- Liaise with the Trust R&D Manager to ensure clinical governance procedures are adhered to before commencing recruitment to new studies within the Trust
- Understand and adhere to Doncaster Bassetlaw Teaching Hospitals NHS Foundation Trust policies and procedures
- To act in accordance with the NMC Code of Professional Conduct
- To ensure that Trust wide standards are maintained and monitored to improve the quality of care to all those who come in contact with the service provided by The Trust. The post holder has responsibility for safety as outlined in the hospital's policy and Health and Safety Work Act 1974
- To maintain patient and research confidentiality at all times
- To ensure that the views of service users are effectively sought, channelled and acted upon in respect to the Trust research agenda

Management and Leadership

- To co-ordinate identified studies under supervision by the Senior Research Sister/Charge Nurse and R&D Management team

- To manage and organise own caseload of patients and determine their priorities
- To assist in co-ordinating and implementing recruitment strategies
- Establish and maintain good working relationships and effective channels of communication with supporting clinical services and the research team
- Establish systems of effective communication with your line management and professional lead
- To oversee appropriate referrals of patients for suitability on clinical research studies
- To ensure that clinical research recruitment records are accurately maintained
- To access the computer network on a regular basis to input/retrieve relevant information. Communication can often be via email and websites and applicants should be familiar with this technology

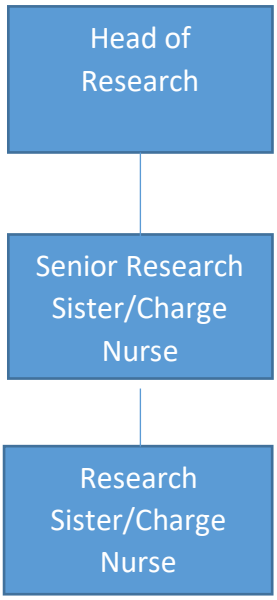
Education and Development

- Act as a resource for colleagues in relation to clinical studies
- To assist in the education and support of health care professionals to enable them to care for patients undergoing clinical research
- To report on the progress of clinical research to identified personnel
- To maintain an up-to-date knowledge of research related articles particularly related to clinical research
- Continue your own professional development keeping updated with current practice, and maintaining PREPP requirements
- To maintain links with other clinical research nurses and clinical nurse specialists across the Trust and relevant NIHR network to share knowledge and to provide mutual support
- Attend national meetings in relation to clinical research as appropriate and agreed with local training link
- Undertake appropriate clinical training in line with study requirements.

SCOPE AND RANGE

The post holder will be responsible for several clinical research studies locally, liaising closely with colleagues both internally and externally across the relevant NIHR networks. Caseloads will vary dependant on the studies open to recruitment.

ORGANISATIONAL STRUCTURE



APPENDIX 1 - SPECIFIC TERMS

- All staff and volunteers working within the trust have a duty to be aware of their own and the organisation's roles and responsibilities for safeguarding and protecting children and young people, and vulnerable adults. You must be competent to recognise abuse, respond appropriately and contribute to the processes for safeguarding, accessing training and supervision as appropriate to your role. The prevention and control of infection is an integral part of the role of all health care personnel. Staff members, in conjunction with all relevant professionals will contribute to the prevention and control of infection through standard infection control practices and compliance with the Trust's infection control policies in order to ensure the highest quality of care to patients. If your normal duties are directly or indirectly concerned with patient care you must ensure you receive sufficient training, information and supervision on the measures required to prevent and control risks of infection.

- You must be aware of and adhere to Health and Safety legislation, policies and procedures, to ensure your own safety and that of colleagues, patients, visitors and any other person who may be affected by your actions at work. You are reminded of your duty under the Health & Safety at Work Act 1974 to take reasonable care to avoid injury to yourself and others; to officially report all incidents, accidents and hazards using the Critical Incident Reporting Procedure; to use safety equipment provided for your protection at all times and to co-operate with management in meeting statutory requirements.

- Maintaining confidentiality of information related to individual patients or members of staff is a very important aspect of your work within the Trust. Failure to maintain confidentiality of such information may constitute a serious disciplinary offence. Staff should also bear in mind the importance of sharing essential information with carers and others, with the consent of each patient. There will also be circumstances where critical risk information will need to be shared with partner agencies, subject to guidance and advice available from your manager. You should remember that your duty, to respect the confidentiality of the information to which you have access in the course of your employment with the Trust, continues even when you are no longer an employee.

- This job description is not intended to be a complete list of duties and responsibilities, but indicates the main ones attached to the post. It may be amended at a future time after discussion to take account of changing patterns of service and management.