AGENDA FOR CHANGE: JOB DESCRIPTION

JOB DESCRIPTION

Post title:	**Senior Research Sister/Charge Nurse/Allied Health Professional**
Directorate/department:	Research and Development THQ
Agenda for Change band:	Band 7
Accountable to:	Matron – Research and Development Head of Nursing/ Professions – Research
Accountable for:	Research Nurses, Allied Health Professionals, Clinical Trial Assistants, Trial Administrators, students.
Main purpose:	a) Responsible for the day-to-day management of delegated teams of research nurses, AHPs and CTAs ensuring appropriate cover and skill mix for smooth running of research projects. Monitoring their performance and resolving issues - including HR issues, recruitment, appraisal, mentorship, and career development. b) Liaise with the Principal Investigators (PIs), allocate research projects to research nurses/AHPs, using professional judgement to assess workload and nursing capacity and ensure studies are delivered to time and targets. c) Provide professional leadership and support at departmental level and collaborate to enhance clinical practice and strategy. d) Provide highly specialised research advice to healthcare staff concerning the research process and clinical expertise to ensure high standards of care and safety for research participants. e) To actively promote the value of research and lead initiatives to embed clinical research within routine clinical practice.
Key working relationships:	• Chief and Principal Investigators • Study coordinators/managers • Research & Development department • Band 7/8 team leaders within THQ R&D • Commercial companies involved in research • Researchers and research staff • Clinical Trial Support Units • Academic units attached to projects • UHS ward and department staff • UHS support services – e.g. pharmacy, radiology • Wessex CRN
General duties:	1. Delegate specific research studies to the team members, providing advice, clinical support and guidance as required in the projects allocated to the team. 2. Lead on recruitment and retention for delegated teams. 3. Ensure team members understand the need to capture and document study and staff activity to facilitate metrics reporting and cost recovery. 4. Involve the Matron and Head of Nursing in any untoward incidents and problems. To complete appropriate documentation and adverse event reports, ensuring lessons are learnt and practice change is initiated and sustained.

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	5. Maintain and sustain the vision and objectives of improvements until they are firmly embedded into the culture and values of the team and to develop practice-specific training profiles. 6. Undertake risk assessments and develop procedures for managing clinical risk. 7. Allocate sufficient Link Coordinator roles within teams to facilitate the implementation of policies, cascading information, and delivering training as required to staff, e.g. manual handling, fire, health and safety, infection control, resuscitation or child protection. 8. Support and encourage team members to: understand their contribution, offer suggestions, ideas and views, informally network with others, share knowledge and achievements with other colleagues, share critical incidents and experiences for the benefit of the unit. 9. To assist in the development and implementation of policies, strategies and systems for quality assurance purposes. This includes audit and review of the work of research teams, providing feedback, development and support as necessary. 10. Work with the QA Manager, Phase 1 Matron and QA / Education Research Nurse Specialist to ensure studies meet GCP and (if appropriate) MHRA Phase 1 standards and participate in MHRA / Sponsor / CQC inspections and audits. 11. To keep updated and informed of relevant research guidelines and legislation, and information on all aspects of research governance at both national and local community health levels. 12. Provide professional and clinical leadership and ensure delivery of high-quality care and clinical research. 13. Provide a high standard of nursing care within a multi-professional research team ensuring patient / participant treatment is in accordance with clinical research protocols. 14. Act as patient / participant advocate ensuring their rights are protected at all times. Manage complaints and clinical risk. 15. Continually evaluate the quality of care given, regularly assessing the needs of the participant and effect change required to ensure their safety dignity and wellbeing. 16. Where appropriate, liaise with Study Monitors to assist with internal and external Quality Assurance and Audit. 17. Participate in internal and external working groups to develop and share evidence based / best practice, locally, nationally and internationally. 18. Analyse new research study protocols and applications. Examine protocols to identify inconsistencies, extract resource implications and make recommendations to the PIs and Matrons regarding feasibility, suitability and logistical issues. 19. Manage, coordinate, organise and implement caseload of research studies, working with the PI to ensure adherence to International Conference on Harmonisation /Good Clinical Practice (ICH/GCP) and Research Governance Framework, possibly including complex clinical trials. 20. Support and assist the research teams as required in the implementation and organisation of research study protocols.

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21. Intervene or mediate when required to ensure smooth running of research studies and functioning of the team.

22. Facilitate effective communication of complex study information with all relevant research personnel, including: medical, nursing, administrative and UHS support services e.g. radiology and pharmacy staff.

23. Initiate and assist in the development and implementation of research initiatives in liaison with other staff.

24. Work to raise the profile of Research at UHS. This may include working to develop strategies in order to overcome barriers to engagement and/or recruitment.

25. Develop good working relationships with research active and research interested staff to ensure the continued success of UHS research regionally and nationally.

26. To maintain accurate records of activity in accordance with Trust policy and national standards and guidelines.

27. Where requested, contribution to annual reports, metrics and research activity.

28. Supply data as required regarding progress of research studies and delivery against targets.

29. Provide highly specialised research advice to staff concerning the research process in general and other matters specific to particular studies.

30. Maintain knowledge of key research conditions and level of clinical skills necessary to perform highly specialised procedures e.g. venesection, indirect calorimetry, anthropometry.

31. Ensure safe use of all equipment, some of which is expensive / complex.

32. Ensure that all new staff undergo an appropriate period of induction in collaboration with Research Sisters/ Charge Nurses / AHPs and Education Team.

33. Facilitate training for new staff or existing staff undertaking new skills (e.g. venesection, indirect calorimetry, anthropometry). Participate in the development and delivery of teaching programs.

34. The post carries a degree of autonomy with respect to the management of individual research projects.

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IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

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Duty of care	You are responsible for ensuring that the patient, family and carers are at the centre of everything you do. Be open, honest, and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn. You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge, or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action. Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.
NHS standards of business conduct and professional registration	All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers. All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.
Living our values every day	All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day. Each post holder is expected to ensure they live the values of: 1. Patients First 2. Always Improving 3. Working Together These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services
Health and safety:	Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare
Infection prevention and decontamination of equipment:	All staff are reminded of their responsibility to adhere to Trust and departmental infection prevention policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.
Child protection/safeguarding	All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and departmental child protection and safeguarding policies including employment checks.
Confidentiality	All employees of University Hospital Southampton NHS Foundation Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential. **Any employee who wilfully disregards Trust and departmental policies may be liable to serious disciplinary action including dismissal.**

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	This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.
Mental Capacity Act 2005	All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.
Sustainability	Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.
Last updated	18 April 2024