University Hospitals Coventry and Warwickshire NHS Trust

Job Description

Role Title: Paediatric/Neonatal Research Sister/Charge Nurse
Band: **6**
Contract: Permanent
Responsible to: Senior Research Sister/Charge Nurse, Principal Investigator
Accountable to: Lead Nurse – Research and Development (R&D)
Location: UHCW

Key working relationships:

Our Vision, Values and Behaviours

At University Hospitals Coventry and Warwickshire (UHCW) NHS Trust our vision is to be a national and international leader in healthcare, rooted in our communities. Our Organisational Strategy *More than a Hospital* (2022-2030) was shaped by the views of our staff, patients and stakeholders and sets a clear plan for improvements in healthcare.

We aim to deliver the best care for our communities, being exceptional in everything we do. We do this by providing proactive, joined up support for local people and we deliver specialised services for those with the most complex health conditions. We set out to create the best experiences for our staff and work positively in partnership with other organisations to achieve the best healthcare outcomes.

Our vision and purpose are underpinned by a clear set of values that reflect the culture we want to create: *Compassion*,*Openness*, *Pride*, *Partnership*, *Improve*, *Learn and Respect*. Developed by our staff, our seven values guide what we do daily. Whatever our role or level, we commit to uphold these values as we work together to deliver world class care.

Net Zero and Sustainability.

UHCW NHS Trust, by virtue of its Green Plan, is committed to ensuring that the way we provide services minimises the impact on the environment and the future health of the public e.g. zero waste to landfill, reducing our carbon footprint and increasing our recycling and reuse percentages.

Job Summary

The Research Sister/Charge Nurse role involves using an in-depth knowledge of the clinical speciality, as part of the clinical research team to support the safe conduct of research in accordance with the regulatory and legal frameworks relating to the planning, undertaking and closure of research studies and provide assurance that the rights, safety and well-being of trial participants are protected.

The post holder will be supported through a comprehensive training/competency package as appropriate to the job role and will be expected to lead the co-ordination of an agreed portfolio of commercial and non-commercial clinical trials and research studies.

The post requires the ability to work both independently and collaboratively with the research team members, clinical teams, industry partners and external regulatory bodies. It is also expected that the

post holder will be flexible with hours of work as required to ensure that we are offering a service that best suits the needs of our patients.

The job holder may be required to carry out other similar or related duties within their bounds of registration which do not fall within the work outlined which may reasonably be required to deliver a comprehensive research service to our patients. The Line Manager, in consultation with the post holder will undertake any review.

Research Teams:

This summary contains the specific detail pertaining to the research team to which the post is attached. It does not affect the core responsibilities as listed, allowing for a core job description to be used across Specialties enabling standardisation of the nurse responsibilities. The post holder will be employed by Research and Development Department (R&D) to work within the central clinical research teams, predominantly based in the paediatrics and neonates department. However, it is expected that the post holder will work flexibly across other research speciality areas as service requirements dictate throughout the duration of their contract such as Paediatrics They will contribute to the provision of a clinical research service based normally at the location of the employing organisation (UHCW NHS Trust), however, travel to other sites may be required as per study requirements or set out under contractual agreements for the delivery of a local cross cutting clinical research service.

Main Duties/ Responsibilities

As part of our commitment to patients and delivery of a world class service for all we have created the UHCW Improvement (UHCWi) System in partnership with the Virginia Mason Institute in Seattle; this involves a structured approach to removing waste and putting the patient first using a lean management system and methodologies. Our culture and ways of working reflect and embed the practices and methodologies of UHCWi. You are expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses is considered essential and a pre requisite for this post.

Clinical

- Ensure care to patients is delivered according to Trust policies and procedures and the research protocol
- Co-ordinate the care of own case load of clinical trial / research patients in addition to oversight of junior team members caseloads
- Work unsupervised in all areas related to clinical trials and research studies and supervise the work of junior team members.
- Attend Multi-disciplinary Meetings, and appropriate clinics, to assess volunteers/patients for eligibility for research and recruit new patients, to act as a resource to the members of the MDT. Communicate information regarding clinical decisions to patients, carers and the MDT as required.
- Ensure that trial specific clinical investigations / procedures are undertaken as required by the research protocol in order to establish eligibility and maintain safety in the trial.
- Take relevant samples as required by the study protocol such as blood samples, package and dispatch as defined. Ensure safe and appropriate storage of specimens in accordance with trial protocols and regulatory / Trust guidance.
- With relevant training and assessment of competence, working within scope of professional practice, undertake clinical procedures / administer treatments associated with the research treatment regimes.
- Ensure the safe administration of treatments and drugs that are given within the context of a clinical trial.
- Monitor treatment toxicity/side effects reporting to the relevant personnel, recording as required assisting in any required changes to treatment as required by the protocol

- Record and report adverse events which occur whilst patient is in the clinical trial to the relevant personnel and act as required.
- Report and record serious adverse events that occur whilst the patient is being treated on a clinical trial to the trial co-coordinator/PI and relevant local personnel/regulatory authorities in a timely manner.
- Maintain accurate documentation of patient's events in nursing/medical notes. Accurately document data collected into case report forms either paper or electronically.
- Provide on-going information, education and support to patients (and their significant others) regarding clinical trials and their care. Manage difficult and or unexpected situations arising in the clinical area (i.e. bad news).
- Provide on-going follow up care whilst patient is in the clinical trial / research studies. • Refer to other specialists as required in order to provide optimal patient care.
- Act as the primary point of contact for the participant.
- Participate in service and policy development.
- Provide support / cover for colleagues in their absence

Research

- Ensure that the delivery of studies meet the requirements with regards to the Department of Health's Research Governance Framework for Health and Social Care and the EU Clinical Trials Directive by implementing quality systems.
- Co-ordinate the delivery of a clinical trials portfolio within the relevant specialities.
- Co-ordinate and lead the recruitment and retention of patients into a variety of research studies including but not restricted to clinical trials.
- Participate in Good Clinical Practice training (ICH GCP) as required by the latest guidance
- Contribute to the process of gaining local regulatory committee approvals
- Assist in the review of study protocols and contribute to the feasibility/study selection process, advising on safety, regulatory and logistical issues
- Work with the trials teams and investigators to develop strategies to overcome barriers to recruitment and solve other problems relating to specific studies
- Contribute to the study set up, recruitment planning and study delivery planning
- Randomise / enrol patients into clinical trials or other research studies
- Provide on-going advice and information to patients/volunteers with regard to their participation in clinical research in order to facilitate effective informed consent
- To facilitate and assist in the informed consent process ensuring that consent forms are completed accurately and filed as required and participants are fully aware of the nature of the study
- Following appropriate training and competence assessment obtain written informed consent from participants for allocated research studies in accordance with study protocol and Trust guidance
- Ensure clear, concise and accurate records are kept for research projects in accordance with all regulatory requirements including the data protection act
- Ensure that all ICH GCP required documentation is kept in a clearly traceable system and is stored in an appropriate manner for the appropriate length of time
- Where required, data is transcribed accurately into the Trial Master File and maintain in accordance with ICH GCP
- Plan, prepare and participate in monitoring and audit visits. Respond to data queries generated by the study co-ordinating team within a timely manner. Liaises with trial personnel outside of the hospital as necessary
- Assess and evaluate the progress of on-going trials for which the post holder has responsibility.
- Maintain accurate records of study recruitment as per local procedure and status of studies providing regular updates. This will involve ensuring that EDGE (local patient management system) is updated with key trial data and feeding back through the local portfolio team meetings
- Utilise and ensure others utilise information and IT systems to secure accurate and timely patient, workforce and resource data

- Escalate on-going study performance issues to the Senior Research Sister/Charge Nurse in a timely manner
- Safeguard the integrity of the study by ensuring compliance with ICH GCP guidelines
- Co-operate with external and internal audit, data monitoring and quality assurance by working with RD&I, Sponsors , study monitors and external bodies
- Assist in study close down procedures.

Management

- Manage a designated number of studies
- Recognise and report / manage any complaints from patients/ carers.
- Take responsibility for the supervision of junior research nurses and act as a resource to ensure they optimise their clinical research skills and potential.
- Assist in the education and support of other health care professionals to enable them to care for patients participating in clinical trials or other research studies.
- Respond to change in line with the needs of the service
- Use judgement in relation to competing demands for staff and resources
- Assist in the effective recruitment and selection of staff in line with the Trust's recruitment and Selection process as required
- Assist in the Trust performance review process for junior research nurses and other appropriately allocated staff within the team.
- Ensure performance issues within the team are dealt with in an appropriate and timely manner by escalating issues to the responsible Senior Research Nurse Personal education and development
- Keep updated with Departmental, Trust, NHS and relevant statutory developments for the management of clinical research.
- Maintain an up to date knowledge of research related articles particularly related to clinical trials and research studies. • Be responsible for developing and sustaining own knowledge, clinical skills and professional awareness in accordance with NMC requirements
- Maintain links with other research nurses and multidisciplinary teams across the Trust and network to share knowledge and to provide mutual support.
- Attend local Trust and national meetings in relation to research trials as appropriate and agreed with line manager Other:
- To work within the NMC Code of Conduct and within individual scope of professional conduct.
- Undertake all Trust mandatory training as per Trust procedures and policies.
- To maintain patient confidentiality at all times.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.

Main duties

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Person Specification

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Supporting Evidence
In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Essential	Desirable
Qualifications	• Registered General Nurse / Midwife with current NMC registration • First Level degree in nursing, midwifery, science or health related discipline or working towards or equivalent relevant experience • Evidence of continuous professional development	• Qualification in ICH Good Clinical Practice • Teaching and assessing qualification • Academic qualification in research
Experience	• Substantial post registration experience of clinical nursing practice in a range of relevant clinical specialities Ability to work autonomously • Experience of working in clinical research environment	• Experience in HR and management related issues • Sound knowledge of professional policies/service development
Knowledge	• A knowledgeable practitioner with the ability to apply evidence based practice • Advanced organisational skills and ability to manage research projects at various stages of development & organisation including experience of the set up and performance management of clinical research • A sound knowledge of professional policies and procedures • Knowledge of Research Governance and the principals of Good Clinical Practice • A Knowledge of clinical governance • Understanding of the significance of research and use of validated results to improve practice •	• A good understanding of current issues relating to the NHS • A knowledgeable practitioner of research governance

skills	• Cannulation and venepuncture • Excellent communication and interpersonal skills • Evidence of accuracy to detail in data collection • Ability to work autonomously and as a member of a small team, as well as part of the wider multidisciplinary team • Ability to work across boundaries, integrating with multidisciplinary staff in relation to research trials. • Computer literate with Microsoft software • Able to manage a case load of patients • Ability to work within set timeframes working to priorities and deadlines • Ability to monitor the quality of own and others work • Able to recognise own limits and work within those limits of competence • Ability to use and maintain resources efficiently and effectively and encourage others • Motivated and able to motivate others • Ability to deal with difficult /sensitive issues • Ability to organise and co-ordinate work of self and others •	• Ability to make decisions and problem solve • Have a confident approach and ability to inspire confidence • Understanding and rising to the challenges in patient recruitment
Personal qualities	• Calm and objective • Approachable • Proactive in professional development for self and others • Respecting others • Patient focused • Work flexibly according to role needs • Must be able to demonstrate behaviours consistent with the Trust values and behaviours •	• Strong motivation to work within the field of research

Commitment to Trust Values and Behaviours	• Must be able to demonstrate behaviours consistent with the Trust's values. *(As detailed in UHCW's Values in Action document below)* • Applicants applying for job roles with managerial responsibility will be required to demonstrate evidence of promoting equal opportunities through work experience	

Contractual Responsibilities

- **Confidentiality:** The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other Health Services business.
- **Health and Safety:** All staff must be familiar with the Trust Health and Safety Policy, including a thorough understanding of personal responsibilities for maintaining own health and safety and others.
- **Risk Management**: All staff need a basic working knowledge of risk management to enable them to participate in identification and control of all business risks they encounter in their area of work.
- **Equality and Diversity**: Everyone has the opportunity to be treated with dignity and respect at work and has a clear responsibility to comply with the detail and the spirit of the Dignity at Work Policy.
- **Infection Control and Prevention**: The Trust is committed to minimising risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work.
- **Safeguarding Vulnerable Adults and Children**: The Trust is committed to ensuring the safeguarding of vulnerable adults and children in our care. All employees are required to be familiar with their responsibilities in this area and to raise any concerns as appropriate.
- **Conflict of Interest**: The Trust is responsible for ensuring that the service provided for patients in its care meets the highest possible standard. Equally, the Trust is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Financial Instructions require any officer to declare any interest, direct or indirect, with contract involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.
- **Working Time Regulations:** The Working Time Regulations 1998 require that you should not work more than an average of 48 hours in each working week. For example, in a 26 week period you should work no more than 1,248 hours. Employees may choose to opt out by providing written notification as appropriate.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.

Our values in action

We live our values in action in our work with patients, visitors and colleagues.

- ✓ Being polite and introducing ourselves to everyone we meet.
- ✓ Treating everybody as individuals and respecting their needs.
- ✓ Being approachable, caring and helpful at all times.
- ✓ Communicating with patients, visitors and colleagues, respecting confidentiality and privacy.
- ✓ Taking the time to actively listen and understand individual needs.
- ✓ Being open and honest.
- ✓ Acknowledging that we don't always get it right.
- ✓ Speaking out when we see things aren't right and supporting others to do the same.
- ✓ Giving praise and saying thank you for a job well done.
- ✓ Celebrating and recognising personal, team and organisational achievements.
- ✓ Using the skills, experience and diversity of staff to better deliver our objectives and services.
- ✓ Actively working with patients and visitors to improve services.
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW.
- ✓ Taking personal responsibility for our own learning.
- ✓ Keeping up-to-date with mandatory and professional development
- ✓ Developing ourselves and others, independent of our job role or profession
- ✓ Taking personal responsibility to make improvements by suggesting new ways of doing things
- ✓ Taking opportunities to learn with and from others
- ✓ Embracing change and supporting others through it
- ✓ Putting in place ways to receive feedback and acting to change things
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW
- ✓ Working across boundaries to improve the experience of patients, visitors and colleagues