

JOB DESCRIPTION

Post:	Research Nurse
Band:	6
Responsible to:	The Stokes Primary Care Network Research Lead (currently Dr Alastair Hay)
Responsible for:	Research Delivery in The Stokes Primary Care Network

Job purpose

The post holder will take lead responsibility for the management and delivery of research within the four GP practices making up the Stokes Primary Care Network (SPCN), located in the north of Bristol. S/he will take a lead in ensuring the safe and effective delivery of a designated number of clinical research studies within these primary care settings. S/he will have knowledge and understanding of the regulatory and legal frameworks related to the planning, undertaking and closure of clinical research studies, or is willing to undertake training to develop these skills. The post holder will have excellent communication skills to foster good working relationships in research sites and take an active role in the development of professional forums and networks.

The Stokes Primary Care Network (SPCN) consists of four General Practices, encompassing 56,672 patients, close to Southmead Hospital. The Practices are Bradley Stoke Surgery (Practice Network lead Dr Faisal Siddiqui), Concord Medical Centre (Dr James Case), Coniston Medical Practice (Dr Andrea Priestly), and Stoke Gifford Medical Centre (Dr Peter Young, Medical Director, SPCN). This is a relatively affluent area of the Bristol, North Somerset, and South Gloucestershire (BNSSG) Clinical Commissioning area, but with pockets of deprivation in the Patchway and Filton neighbourhoods. The area also includes two traveller community sites. The age demographic is younger than the England national average, but also has pockets of the very elderly, either living at home or in several large residential and nursing care settings (for example Osborne Court, Beaufort Grange, and Olive Tree nursing homes). The area has significant projected population growth in the next five years with planned housing developments in north Bristol, including the Filton airfield site and Harry Stoke.

The post holder will be a member of these primary care teams, and will be encouraged to attend clinical team meetings at all four sites in order to promote research. S/he will also be encouraged to form mutually supportive links with other primary care research nurses in Bristol. Successful candidates will need to be flexible in their work patterns to deliver study requirements.

Since Primary Care Networks are relatively new (approved by NHS England in April 2019), they cannot yet employ staff. Concord Medical Centre has therefore agreed to hold the employment contract for this post, on behalf of the Stokes Primary Care Network. Concord Medical Centre will act as the legal employer, and the post holder will be line managed for research matters by Dr Alastair Hay (GP Concord Medical Centre, Stokes Primary Care Network Research Lead, and Professor of Primary Care at the University of Bristol); for general employment matters by Dawn McCaffrey (Practice Manager, Concord Medical Centre) and for clinical matters by Sister Cat Hemus (Lead Nurse, Concord Medical Centre).

Start-up funding for between 6 and 9 months (16 to 24 hours per week) post has been received from the National Institute for Health Research Clinical Research Network (NIHR CRN). Further NIHR CRN funding will be sought where NIHR CRN key research performance indicators are met by this post holder. These include:

- increasing the proportion of CRN studies that deliver in line with the study's planned delivery time and participant recruitment targets
- increasing the number of research participants
- reducing the time it takes for a study to set up and start at each research site
- increasing the number of health and care organisations active in research
- increasing the number of participants involved in research into dementias (where appropriate studies exist)
- demonstrating to research participants that their contribution is valued

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 to enable researchers to gather the robust evidence needed to improve treatments for NHS patients. The NIHR CRN operates through 15 Local Clinical Research Networks (LCRNs) which drive clinical research delivery performance. The CRN West of England is one of these local Clinical Research Networks.

Main duties and responsibilities

Study Set Up

Be the main point of contact for research queries from patients, practice staff and the NIHR CRN

Ensure all elements of site study set up are completed in accordance with UK and EU legal requirements, study policies and ICH-GCP or ISO 14155, as appropriate, whether conducted personally or through appropriate delegation.

Have a knowledge and understanding of research design and methodology

Provide oversight for the set-up of a designated number research studies within the SPCN

Project manage study set up with colleagues within the SPCN (support each practice, ensure SPCN practices receive research study specific payments)

Study Conduct

Be the main point of contact for research queries from patients, practice staff and the NIHR CRN

Support SPCN Principal Investigators in meeting their responsibilities outlined in regulatory and legal frameworks

Support SPCN colleagues and researchers through the research study process, including the delivery of clinical aspects associated with the research study

Identify and screen appropriate study participants, in accordance with the protocol, and in conjunction with other members of the clinical team, including developing links with practice IT leads and running practice list searches for suitable patients, and then checking search lists for patient eligibility

Monitoring appointment lists for patients suitable for particular studies (and seeing and recruiting them as appropriate)

Take informed consent for designated research studies as agreed within the protocol

Ensure that processes and procedures for ensuring participant confidentiality are developed and adhered to in compliance with the Data Protection Act, General Data Protection Regulations and Caldicott regulations.

Provide knowledge and demonstrate accurate attention to detail in documentation tasks, to include:

- Investigator Site File maintenance
- CRF completion
- Documenting source data
- Maintaining temperature monitoring logs for medicines being trialed

Contribute to the auditing and monitoring of research studies; respond to recommendations ensuring outcomes are shared within the team, division and wider Stokes Primary Care Network community as appropriate.

Act as a resource to PIs in ensuring all Adverse Events and Serious Adverse Events are reported in line with ICH-GCP, ISO 14155 and relevant Adverse Events Reporting policy.

Where appropriate, liaise with the R&I department in identifying any blockages to recruitment and the running of the trial; support the study team in developing strategies to mitigate them

Support the study team in ensuring all reporting to regulatory bodies, R&I and Research Networks (if applicable) is done in a timely manner

Support the study team to ensure that all research study equipment used is appropriately checked and calibrated with supporting documentation retained

Liaise with Sponsors to ensure all arrangements for research governance for each study are in place

Study End

Be the main point of contact for research queries from patients, practice staff and the NIHR CRN

Ensure all data clarification issues are resolved quickly

Manage the archiving of study related documentation in line with the Trial Agreement and ICH-GCP / Medicines for Human Use (Clinical Trials) Regulations/ISO 14155 as appropriate.

Where appropriate, ensure a smooth transition from the research pathway back to the conventional treatment pathway

Staff Management

When necessary, provide day to day supervision of clinical team members supporting research, ensuring all staff and activities comply with research protocols and guidelines

Ensure that standard operating procedures are followed by all staff supporting the research

Maintain standards of practice in accordance with the legal rules and statutory regulations set out by the NMC or appropriate professional body

Act as a research resource to all Stokes Primary Care Network (SPCN) staff

Support the professional and educational development of SPCN staff, assisting in identifying needs and finding solutions

Support the training and ensure the appropriate supervision of SPCN staff, contributing to their mentorship and monitoring

Line manage health care assistants, junior research nurses, and clinical studies officers within the team as and when agreed

Assist with the recruitment, selection, induction and orientation for new research team members and administrative staff

Facilitate the team working effectively and cohesively together, developing the relevant clinical skills and delivering studies to time and target

Act as a role model in establishing good practice, standards of care and management

Promote an approach to patients focused on care and compassion, ensuring courtesy and respect at all times

Management

Support the development and updating of Stokes Primary Care Network (SPCN) research policies and procedures

Use judgment in relation to competing demands for funding, staff and unit resources

Manage a designated number of research studies

Contribute to the control the research unit budget ensuring adequate measures exist for delivery of the research studies

Respond to change in line with the needs of service provision

Maintain a safe environment, for patients, staff and visitors, ensuring that all control measures comply with Concord Medical Centre (Stokes Primary Care Network) current policies and procedures, and any statutory requirements, including all Health and Safety and Clinical Governance arrangements

Ensure that all record keeping within the department is appropriate, timely and clearly understood for the purpose of patient care, safety and data integrity

Education

Identify own learning needs and proactively seek educational opportunities to fulfil them

Attend CRN research meetings

Strategic Role

Be a champion of clinical research

Support and influence the embedding of clinical research within the Stokes Primary Care Network (SPCN)

Foster good relationships with all Stokes Primary Care Network staff, but especially those supporting research activities thereby promoting the efficient running of clinical studies and developing the Stokes Primary Care Network research portfolio

Contribute to the development and updating of research policies and procedures within Stokes Primary Care Network staff ,

Develop cross site infrastructure and working, such as centralisation of patient record searches to increase efficiency

Oversee accurate research remuneration across the four GP practices and manage this budget centrally to ensure the financial security of this post and future research activity

General Information:

The Stokes Primary Care Network is committed to provide patient care, education and research of the highest quality. In delivering this ambition, we will be guided by the following values:

- Respecting Everyone
- Embracing Change
- Recognising Success
- Working Together

The Stokes Primary Care Network expects all staff to work in ways which reflect these values and behaviours at all times as follows:

Respecting Everyone

- We treat everyone with respect and as an individual
- We put patients first and will deliver the best care possible
- We are always helpful and polite
- We have a can do attitude in everything we do

Embracing Change

- We will encourage all change that helps us make the best use of our resources
- We learn from our experiences and research new ideas
- We look to constantly improve everything we do

Recognising Success

- We say thank you and recognise everyone's contribution
- We take pride in delivering the best quality in everything we do
- We share and learn from each other
- We encourage new ideas that help us to be the best we can

Working Together

- We work together to achieve what is best for our patients
- We support each other across the whole Trust
- We listen to everyone
- We work in partnership

In line with the NHS Constitution, all healthcare providers, registered medical practitioners, nurses and other registered health professionals have a duty of openness, honesty and transparency (candour).

Transforming Care

Transforming Care challenges everyone at Stokes Primary Care Network to play their part in supporting quality changes and improvements in their work place, building efficient care systems critical for our patients and their families, both today and in the future.

The Stokes Primary Care Network's mission is to deliver clinical services, teaching and research of the highest quality. Our vision is to provide first class technical care, with humanity, compassion and sensitivity to the needs of each patient.

*Delivering best care, Improving patient flow, Delivering best value,
Renewing our practices, Building capability, Leading in partnership.*

These are the core elements essential to Transforming Care. Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation.

Equal Opportunities

Concord Medical Centre and The Stokes Primary Care Network is committed to eliminating unlawful discrimination and promoting equality of opportunity. All staff have a personal responsibility to contribute towards an inclusive and supportive environment for patients, carers, visitors and other colleagues from all the equality strands (race, gender, age, sexual orientation, religion, disability).

Staff have a personal responsibility to:

- Ensure their behaviour is not discriminatory
- Does not cause offence
- To challenge the inappropriate behaviours of others
- Adhere to the Trust's values, including 'Respecting Everyone', as well as the Staff Conduct Policy and the Equal Opportunities policy

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Each practice within the The Stokes Primary Care Network Board is responsible for the implementation throughout the Stokes Primary Care Network of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at a practice level, the SPCN Board must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their supervision. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

Everyone has a responsibility for contributing to the reduction of infections.

All practices within the Stokes Primary Care Network is **'Smoke Free'**. **Smoking or tobacco is not permitted on any of our GP practice sites.**

Safeguarding Children and Vulnerable Adults

The Stokes Primary Care Network is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness.

Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints.

If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the relevant GP practice operating procedure regarding Raising Concerns about provision of patient care.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act, General Data Protection Regulations 2018 and the Human Rights Act.

It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 1998 and General Data Protection Regulations 2018
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to Patient Administration and Edge systems, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

- Maintain the confidentiality of their password / username and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace Health and Wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

Job Description completed/reviewed by:

Managers name: Alastair Hay

Date:6/11/2019

All job descriptions are subject to review. Post holders are expected to be flexible and be prepared to carry out any similar or related duties which do not fall within the work outlined. The Line Manager, in consultation with the post holder will undertake any review.

The NHS Knowledge and Skills Framework (the NHS KSF) defines and describes the knowledge and skills which NHS staff need to apply in their work in order to deliver quality services. It provides a consistent, comprehensive and explicit framework on which to base review and development for all staff. Closely aligned with this job description is a KSF profile supporting the effective learning and development of the post holder in a variety of ways.
