

WESTBURY GROUP PRACTICE

JOB DESCRIPTION

JOB TITLE:	Research Nurse
REPORTS TO:	Miriam Ballesfin-Skelton, Lead Nurse- Research
ACCOUNTABLE TO:	Liz Pickett, Clinical Nurse Manager
RESPONSIBLE TO:	Debbie Riddiford, Practice Manager
PLACE OF WORK:	Westbury Group Practice (from any of the employer's establishments)
HOLIDAY:	25 days/pro rata per annum
HOURS OF DUTY:	8 hours per week Either Monday or Friday, 8am-5pm
SALARY:	TBA according to skills and experience.
CONTRACTUAL PERIOD:	One year initially – to be reviewed

Aim of Post:

The primary role of the research nurse will be to undertake recruitment and study procedures for GP research studies within the practice. This will involve identification and recruitment of patients

Job Summary:

As part of the clinical research team, the post holder will have responsibility for the delivery of direct and indirect care for research studies undertaken in the Clinical Trials Unit, in accordance with the International Conference on Harmonisation Good Clinical Practice Guidelines (ICH-GCP) and the Clinical Trials Directive

The post holder will participate in the effective running of research studies maintaining the safety and well being of study participants and utilizing skill knowledge and judgement to provide a high standard of care whilst maintaining dignity and respect at all times.

The post holder has responsibility and accountability for planning, organising, and prioritising their daily workload working collaboratively as part of the Research team.

Main Duties and Responsibilities:

1. Ensure participants' safety and well being in a variety of settings working collaboratively within the research team. Identify and report any potential or actual adverse events to a Lead Research nurse and Principal Investigator in a timely manner

WESTBURY GROUP PRACTICE

2. Perform drug administration for which they have been competency assessed in accordance with the study protocol and within the NMC Guidelines for the administration of Medicines.
3. To be competent in performing core clinical skill, utilising clinical knowledge to identify potential clinical abnormalities and recognising and reporting any deviation from the parameters as stated in the study protocol
4. Collect accurate high quality data in accordance with Good Clinical Practice and resolve queries in a timely manner so as not to delay time to study completion.
5. Undertake QC check of assigned protocols and relevant study documentation and provide feedback to the Principal Investigator in a timely manner.
6. Act as project nurse for individual studies supported by the Lead Research Nurse to provide effective pre- study set up, project planning and resourcing and associated documentation leading to the safe and successful clinical execution of the study whilst working within the remit of ICH GCP.
7. Demonstrate and share knowledge and understanding of the research process, process and study flow within the clinical unit.
8. To keep up to date with applicable BARONET Standard Operating Procedures and be familiar with company procedures and policies including monitoring of forms templates and version control.
9. To be proactive in developing and implementing quality initiatives within the clinical area providing prompt feedback on procedural audit reports
10. Continuously update knowledge through self development and participation in learning activities. Maintain an up-to-date training record and utilise evidence- based nursing.
11. Undertake sample handling and sample processing within the clinical preparation area as per protocol
12. Maintain a professional image at all times and be accountable for own practice in accordance with the NMC Code of Professional Conduct.
13. Deputise for the Lead Research Sister as required
14. To perform any other duties commensurate with their role as requested by any member of the WGP team.

Other key responsibilities:

- Completing relevant study procedures and entering data into a custom-built database
- Liaise with the Research Team in planning and monitoring the studies.
- Other tasks as deemed appropriate by the Principal Investigator (Dr. Michael Gumbley)

WESTBURY GROUP PRACTICE

- To follow the sickness and holiday protocols.
- To be prepared to work in other teams within the practice if necessary.
- To be available to work at either branch surgery if the need arises.
- To be aware, appraisals are carried out once a year to review your work and to search out and define any training needs.

Probation:

Staff newly appointed will be required to serve the first 6 months of continuous service as a probationary period.

Confidentiality:

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Health & Safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice Health & Safety Policy, to include:

- Using personal security systems within the workplace according to practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified.

WESTBURY GROUP PRACTICE

Equality and Diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

Personal/Professional Development:

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

Quality:

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients needs
- Effectively manage own time, workload and resources.

Communication:

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly.

Contribution to the Implementation of Services:

WESTBURY GROUP PRACTICE

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate.

Flexibility:

This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude towards the duties outlined, which may be subject to adjustments at any time in consultation with the post holder and in line with the needs of the practice.