

**CENTRAL MANCHESTER UNIVERSITY HOSPITALS
NHS FOUNDATION TRUST**

JOB DESCRIPTION

JOB DETAILS

Job Title: Senior Paediatric Clinical Research Nurse

Division: R&I Division

Ward/Department: NIHR/Wellcome Trust Children's Clinical Research Facility (NIHR/WTCCRF)

Base: Royal Manchester Children's Hospital

ORGANISATIONAL RELATIONSHIPS

Reports to: Paediatric Nurse Manager

Managerially Accountable to: Paediatric Nurse Manager

Professionally Accountable to: Paediatric Nurse Manager

Key Internal Relationships: NIHR/WTCCRF Directors, NIHR/WTCCRF & WTCCRF Management Team, Nursing Team, MRIF staff, domestic services, Admin team

Key External Relationships: Principal Investigators, Researchers, Staff from Partner Organisations, MCRN, Clinical Research Facilities throughout the UK

JOB PURPOSE

The post holder will be a key member of a service providing specialist research and clinical care for paediatric participants undergoing investigations in NIHR/WTCCRF approved studies. The post holder will be a lead nurse responsible for clinical studies and in this role will liaise with clinical investigators and sponsor companies to manage trial protocols, and ensure that data collected is to the highest standards, with a commitment to participant safety and welfare. The post holder will have a key role in providing and maintaining appropriate child-focused environments for paediatric participants at the NIHR/WTCCRF and the Children's Hospital site. In conjunction with the multi-disciplinary team the post holder will facilitate the production of good quality research.

S/he will provide clinical and managerial leadership to nursing and support staff including monitoring and raising the standard of research and care within the team. S/he will be involved in developing team objectives to enhance the performance and development of

research nurses. The post holder will ensure the effective running of the unit in the absence of their line manager.

Post holders will be expected to participate fully in their personal professional development, appraisal and NMC revalidation process. Post holders will be required to participate in on-call services as required.

MAIN DUTIES AND RESPONSIBILITIES

Research:

- Take the lead on delegated studies being responsible for their development, implementation and progress, co-ordinating clinical team responses and ensuring that studies are run in accordance with Good Clinical Practice guidelines and the Research Governance Framework
- Has specialist knowledge of research specific guidelines eg: Good Clinical Practice, Research Governance and EU Clinical Trials Directives
- Participate in the development and execution of relevant Standard Operating Procedures (SOP's) ensuring these are updated as required.
- Ensure all study documentation is developed in order to accurately record research activity
- Assess competence of other staff to perform study procedures and SOP's for designated studies.
- Develop an expertise in research skills and methodology which is shared with clinical colleagues
- Demonstrates expert communication skills throughout the research process to assess eligibility and provide ongoing advice and information to participants with regard to their participation in research in order to facilitate effective informed consent and assent
- Liaise with Principal Investigators and sponsor companies to develop detailed and robust trial protocols ensuring effective and efficient use of NIHR/WTCCRF resources and ensure data is collected in accordance with GCP guidelines.
- Provide advice and support to other members of the multidisciplinary team with regard to ICH GCP, ethics approval and amendments, project development, implementation and completion.

Clinical:

- Facilitate the delivery of highly specialised, participant focused, protocol driven NIHR/WTCCRF service in collaboration with participants, relatives and the multidisciplinary team.
- Ensure participant care is delivered according to Central Manchester Foundation Trust policies and procedures and within the nursing philosophy of the facility.
- Ensure that care delivered is participant centred and where possible evidence based whilst in accordance with the research protocol and maintaining the rights of the participant.
- Continuously evaluate the quality of care given, regularly reassessing the needs of the research participants and effect changes as required in consultation with the participant and the multidisciplinary team.
- Act in a manner consistent with the NMC Code of Professional Conduct (2002) carrying out their role in accordance with locally agreed policies and procedures.
- Ensure familiarity with risk issues pertaining to confidentiality of participant and research related documentation (Data protection Act, 1994, Caldicott 1999)
- Practice at a level which demonstrates advanced knowledge and skill and requires a high level of precision.
- Assist in the development of core practice standards and contribute to clinical audit with a particular emphasis on clinical benchmarking and essence of care to maintain and improve clinical and research practice.
- Ensure clear accurate records to support and record all research activity including design and/or use of databases as required
- Promote and collaborate in developing good working relationships, maintaining good communication systems with departments both within and outside the NIHR/WTCCRF to ensure that participants have an effective and efficient research experience
- Contribute to clinical and research governance processes including adverse event/incident reporting collaborating with any investigations and management of these.
- Seek opportunities to develop own research skills adapting to any changes in the research requirements of new studies

Leadership and Management:

- Provide visible clinical leadership to the nursing team promoting a culture of leadership by example to all staff
- Develop and maintain organisational and managerial skills relevant to the NIHR/WTCCRF

- Be responsible for the day-to-day supervision of junior staff and students ensuring ongoing staff development
- Act as a support for the Paediatric Research Nurse Co-ordinator and deputise as appropriate
- Assist in the recruitment and orientation of new staff to the NIHR/WTCCRF.
- Participate in NIHR/WTCCRF strategy and objective setting promoting and supporting service developments and support the Paediatric Research Nurse Co-ordinator in delivering the core values of the CRF's
- Act as a professional role model, through commitment to the integration into practise of Trust policies and procedures
- Be actively involved in promoting the work of the NIHR/WTCCRF.
- Attend and contribute to clinical team meetings
- Ensure that working practices adhere to health and safety polices, and be responsible for reporting of any incidents and performing risk assessments of research studies.
- Ensure appropriate and effective communication with all nursing, medical, paramedical and research staff and other external agencies.
- Ensure planning and organisation of complex activities across a range of studies requiring collaboration with other professionals and agencies
- Undertake staff appraisals as requested by the Paediatric Research Nurse Co-ordinator

Education:

- Take a lead role in the clinical and professional development of new nursing staff to the NIHR/WTCCRF and act as mentor/preceptor to junior nurses encouraging a high level of motivation in all involved
- Participate in the development and delivery of teaching and education programmes
- Participate in the development and delivery of participant and carer education
- Participate in Trust annual mandatory training programmes
- Act as a resource for investigators and staff using the facility

- Act as a resource for members of the multi disciplinary team from Trusts and Universities
- Prepare results of research and present as posters or scientific presentations at meetings and conferences as appropriate

Final points

Post holder expected to work flexible work pattern as the service needs dictates, this may include working with adult participants.

This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.

Where particular Directorates require the post holder to focus on specific issues and/or areas of concern, this will be discussed through the performance management process.

Health and Safety

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

Infection Control

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control Manual.

Security

The post holder has a responsibility to ensure the preservation of NHS property and resources.

Confidentiality

The post holder is required to maintain confidentiality at all times in all aspects of their work.

Team Briefing

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

No Smoking Policy

The Trust operates a smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will agree to smoke only in designated areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

Signed (Employee):

Date:

Signed (Manager):

Date: