

**CENTRAL MANCHESTER UNIVERSITY HOSPITALS  
NHS FOUNDATION TRUST**

**JOB DESCRIPTION**

**BAND 6**

**JOB DETAILS**

**Job Title:** Senior Clinical Research Nurse

**Division:** Research & Innovation Division, Central Manchester University Hospitals NHS Foundation Trust (CMFT)

**Ward/Department:** National Institute for Health Research Clinical Research Network: Greater Manchester (NIHR CRN GM) Core Team.

**Base:** NIHR CRN Building, CMFT.

**Contract:** Fixed Term

**Hours:** Full Time (37.5 hrs)

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**ORGANISATIONAL RELATIONSHIPS**

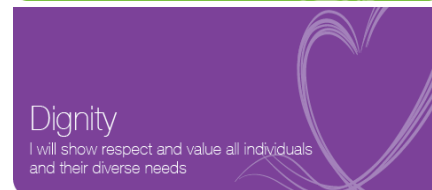
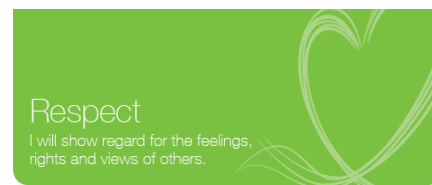
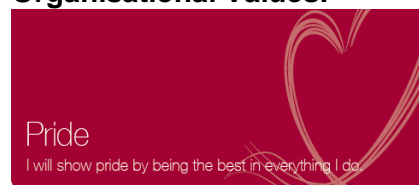
**Reports to and Managerially Accountable to:** Divisional Lead Research Nurse

**Professionally Accountable to:** Divisional Lead Research Nurse

**Key Internal Relationships:** CRN GM Clinical Research Nurse Manager; Research Delivery Manager(s); Industry Team; Study Support Service; Workforce Team; Chief Operating Officer; Medical Director; Lead Nurse CMFT R&I; CMFT Research Office; Clinical Research Nurses.

**Key External Relationships:** NIHR CRN network staff on a local, regional and national level. This will include:-  
Principal Investigators / Researchers / Staff within CRN GM Partner Organisations and R&D Departments across the range of NHS providers who support/deliver NHS/CRN portfolio research.

**Organisational Values:**



## **BACKGROUND**

The National Institute for Health Research (NIHR) is funded through the Department of Health to improve the health and wealth of the nation through research. The NIHR Clinical Research Network (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 so that researchers can gather the robust evidence needed to improve treatments for NHS patients. The NIHR Clinical Research Network is led by a national Coordinating Centre, and operates through 15 Local Clinical Research Networks.

The NIHR Clinical Research Network: Greater Manchester (NIHR CRN: GM) is hosted by Central Manchester University Hospitals NHS Foundation Trust (CMFT). The NIHR CRN: GM core team is based on the main CMFT campus. The host is responsible for ensuring the effective delivery of research in the Trusts, primary care organisations and other qualified NHS providers throughout the Greater Manchester area.

## **JOB PURPOSE**

The post holder will provide specialist skills and knowledge to support the running of a range of clinical research studies across the CRN GM, including recruiting and supporting patients participating in network studies both in primary and secondary care.

The post holder will liaise with local clinical teams and study sponsors to oversee the management and delivery of study protocols, and will be involved in ensuring that the research undertaken safeguards the well-being of the patients and is conducted within research governance legislation and local policies for research.

The post holder will have a key role in providing and maintaining appropriate participant-focused environment and facilitating the production of good quality research.

Post holders will be expected to participate fully in their personal development and review process in order to achieve the objectives for this post. Although based at CMFT, the post holders will be required to work in other NHS organisations/providers within the CRN GM boundary.

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## **MAIN DUTIES AND RESPONSIBILITIES.**

### **Research:**

Work as a member of the clinical research nursing team providing support across a number of research projects across a number of clinical settings

- 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 (GCP) guidelines and the Research Governance Framework – providing an end to end service if necessary.
- Has specialist knowledge of research specific guidelines eg: Good Clinical Practice, Research Governance and EU Clinical Trials Directives/Regulations.
- Participate in the development and execution of relevant Standard Operating Procedures (SOP's) or Working Instructions ensuring these are updated as required.
- Contributes to the development of research protocols, utilising the Cross-Cutting Services within the CRN GM Core Team.

- Ensure all study documentation is developed in order to accurately record research activity raise concerns and seek to address incomplete, inaccurate or misleading documentation - contributing to the development of quality systems which enable smarter working.
- Assess competence of other staff to perform study procedures and SOP's for designated studies.
- Develop an expertise in research skills, research delivery and methodology which is shared with clinical colleagues.
- Demonstrates expert communication skills throughout the research process to assess eligibility and provide on-going 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 research 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 the practical application of GCP, ethics approval and amendments, project development, implementation and completion.
- Contribute to the financial processes of planning, running and closing clinical research studies.

#### **Clinical:**

- Facilitate the delivery of highly specialised, participant focused, protocol driven research in collaboration with participants, relatives and the multidisciplinary team.
- Be responsible for the delivery of clinical expertise in all aspects of the clinical setting, acting as a visible practitioner in the Clinical Area/Department.
- Ensure participant care is delivered according to Central Manchester Foundation Trust policies and procedures and within the nursing philosophy of the department.
- 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 Code NMC (2015) 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 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 department 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.
- Ensure safeguarding principles are adhered to.

### **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 role.
- Be responsible for the day-to-day supervision of junior staff and students ensuring on-going staff development.
- Act as a support for the Divisional Lead Research Nurse and/or Nurse Manager.
- Support the local site team manager in delivering the core values and beliefs of the Clinical Area/department you are working in.
- Assist in the recruitment and orientation of new staff to the department.
- Participate in the department's research strategy and objective setting, promoting and supporting service developments and support the research teams in delivering the core values of the departments you are working in.
- Act as a professional role model, through commitment to the integration into practise of Trust policies and procedures.
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- Be actively involved in promoting the research work of the department you are working in.
- 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.
- Continuously evaluate the research site's workforce requirements, reporting directly to the Divisional Lead Research Nurse.
- Undertake staff appraisals as requested by the Divisional Lead Research Nurse.

## **Education:**

- Take a lead role in the clinical and professional development of new research nursing staff to the department 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.
- Contributes to supervision and meeting educational needs of staff.
- 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 will involve working with NIHR research teams across the Network deemed necessary by the CRN Research Nurse Manager, the Divisional Lead Research Nurse and the needs of the service.

**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:

**CENTRAL MANCHESTER UNIVERSITY HOSPITALS  
NHS FOUNDATION TRUST**

**SENIOR CLINICAL RESEARCH NURSE**

**Person Specification Band 6**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
CMFT World Class Values	Demonstrate ability to meet the Trust values: <ul style="list-style-type: none"> <li>• Pride</li> <li>• Compassion</li> <li>• Dignity</li> <li>• Respect</li> <li>• Consideration</li> <li>• Empathy</li> </ul>		Application form Interview
Qualifications	<ul style="list-style-type: none"> <li>- Registered Nurse - currently registered with the NMC – level 1</li> <li>- Degree in healthcare subject or working towards</li> </ul>	<ul style="list-style-type: none"> <li>- Mentorship qualification</li> </ul>	Application form Curriculum Vitae
Experience	<ul style="list-style-type: none"> <li>- Minimum of 1 year research delivery experience across a range of study designs.</li> <li>- Proven workload management of self and of others.</li> <li>- Research knowledge - including data collection, management and reporting</li> <li>- Evidence of continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>-Wide range of clinical experience and skills</li> </ul>	Application form Curriculum Vitae Questioning at Interview
Knowledge	<ul style="list-style-type: none"> <li>- Current Good Clinical Practice certificate</li> <li>- Understanding of evidence based practice</li> </ul>	<ul style="list-style-type: none"> <li>- Good understanding of research governance guidance and legislation</li> <li>- Understanding of:-               <ul style="list-style-type: none"> <li>• NIHR Local Clinical Research Networks</li> <li>• NIHR CRN Clinical Research Objectives</li> <li>• HRA and NHS R&amp;D landscape</li> </ul> </li> </ul>	Application form Questioning at Interview
Job Related Skills	<ul style="list-style-type: none"> <li>- Excellent Interpersonal skills</li> <li>- Good communication skills</li> <li>- Experience of explaining complex concepts to patients in a clear and simplified manner</li> <li>- Self-motivated</li> <li>- Self-aware</li> <li>- Innovative</li> <li>- Resourceful</li> <li>- Demonstrable IT skills able to use Microsoft word, Power Point, excel, outlook and use of databases.</li> <li>- Able to work flexibly including flexible shift pattern if required</li> <li>- Is able to independently travel across multiple sites – has clean UK/EU driving licence.</li> <li>- Experience of phlebotomy and IV therapy.</li> </ul>	Evidence of management experience  Evidence of professional leadership, leading to innovation in practice  Teaching experience  Understanding of “Systems Leadership”  Willing to undertake further clinical training as required.	Application Form Curriculum Vitae Questioning at Interview

