Swansea University
Prifysgol Abertawe

Job Description: Professional Service Positions

Faculty/Directorate/Service Area:	Faculty of Medicine University of Swansea
Job Title:	Clinical Research Nurse
Department/Subject:	Joint Clinical Research Facility
Salary:	Grade 07 £34,610 to £38,784 per annum (pro-rata if part time) USS Pension Scheme
Hours of work:	28 hours per week
Number of positions:	2
Contract:	Permanent
Location:	Morriston Hospital and ILS2 Swansea University

Main Purpose of Post	1. To co-ordinate with supervision the care of clinical trial patients enrolled in studies 2. To attend multidisciplinary meetings, appropriate clinics, GP surgeries to screen and recruit new patients 3. To ensure the safe administration of unlicensed and licensed medications/devices which are given within a context of the clinical trial protocol. 4. To adhere to the protocol ensuring all trial specifics including blood samples or other samples are undertaken within the necessary timelines ensuring eligibility and safety of the patient. 5. Be proficient in phlebotomy, collection of other samples and ensuring safe handling, storage and transportation of patient biological samples. 6. To provide support and ongoing information to the patients and their families/carers regarding clinical trials at all times. 7. To maintain accurate and concise data. 8. To maintain and report adverse events to the regulatory authorities and sponsor in a timely manner and following any adverse event to resolution. 9. To monitor blood samples results/side effects and adjust medication as described in the protocol in discussion with senior research nurses and or medical investigator responsible for the trial. 10. To provide ongoing care whilst the patient is in the trial with support of senior members of the research team. 11. On completion of the trial liaise with the multidisciplinary team for future medication/treatment to provide optimal care. 12. To act as primary contact point for the patient and family for trial related issues. 13. Ensure the research equipment used as part of the trial is maintained and has been tested by the appropriate department prior to use.
General Duties	14. Provide high standard of care within a multi-professional research team 15. Identification of suitable patients, recruitment and review of patients whether in an outpatient or inpatient context and the delivery of certain specified clinical investigations/procedures as dictated by the protocol. 16. Reinforce clinical guidelines and policies for the conduct of clinical studies and ensure protocols are strictly adhered to at all times. 17. Network across a number of research fields ensuring latest developments/research legislation are implemented to best practice 18. Work within all designated areas with and without supervision

	19. Provide project cover for sickness, absence, annual leave and be prepared to work unsocial hours as required. 20. Inform senior staff of any untoward incidents or adverse events affecting any patients participating in a clinical trial. 21. To ensure clinical trial data is completed accurately and kept updated 22. To access the computer network and retrieve relevant data 23. To be prepared for possible audits internal or external from within the Health Board, Sponsors or regulatory authorities. 24. To fully engage with the University's Performance Enabling and Welsh language policies 25. To promote equality and diversity in working practices and to maintain positive working relationships. 26. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. 27. Any other duties as agreed by the Faculty / Directorate / Service Area. 28. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University's Risk Management Policy
	All Professional Services areas at Swansea University operate to a defined set of Core Values - Professional Services Values and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. **We are Professional** We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality. **We Work Together** We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers. **We Care** We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.
Person Specification	**Essential Criteria:** **Values:** • Evidence of effective communication and interpersonal skills at all levels • Excellent organisational skills with evidence of managing own workload • Administrative and ICT skills appropriate to the requirements of the project • Maintain professional development and have an awareness of current nursing issues • Excellent communicator to medical and public • Ability to work independently with supervision and as part of multidisciplinary team • Ability to work to high level of accuracy • Ability to interpret patient's blood samples/ECG etc results and act on as deemed safe to the patient with • The ability to work flexible hours including shifts, weekends and nights

- The ability to work in all units linked to research units within health board or satellite sites
- Demonstrable evidence of taking pride in delivering professional services and solutions
- Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers.
- Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience

Qualification:

- Promote the Clinical Research Unit to other departments within the Health Board
- To act as a resource for colleagues in relation to clinical trials
- To ensure that all relevant multidisciplinary team members are educated and supported during the period the patient is enrolled in the clinical trial with support of senior staff.
- To keep appropriate staff informed of the progress of clinical trials within their department
- To maintain an up to date knowledge of research related articles particularly to current working areas To continue your own personal PREP and training records
- To share knowledge of research experience gained within your own team
- To attend national/international meetings
- To provide an awareness of clinical trials across the areas currently working in.
- Work closely with the Lead nurses/JCRF Nurse Manager to provide and co-ordinate a comprehensive clinical trial services with supervision.
- To be responsible updating standard operating procedures of projects with supervision from senior staff.
- To ensure that Ethical, R&D, MHRA and CTA's are in place prior to initiating a study
- To liaise with members of other departments to ensure the safe co- ordination of the clinical trial
- Promote effective teamwork and support management of change within research
- Ensure safe use of all research equipment, following protocol specific training

Experience:

- A degree and Registered General Nurse, with post adequate qualification experience
- Recent Experience of working in an acute Clinical area. (Venepuncture/ECG, Spirometry,)

Knowledge and Skills:

- Work and assist on numerous clinical trials across different clinical conditions.
- Assist and identify strategies for recruiting patients to clinical trials
- Ensure that protocols are adhered to all times in accordance with the International Conference on Harmonisation/Good Clinical Practice ICH/GCP
- To facilitate the investigator in the informed consent process by ensuring:-
  The patient fully understands the informed consent process The patient understands that the participation is entirely voluntary and they may withdraw their consent at any time without any detriment to their healthcare

	The consent form is accurately completed and no trial procedures are carried out until the patient and investigator sign the current approved consent form • To randomise patients to clinical trials as per protocol • Work with senior staff updating procedures for current portfolio of trials and amend as required as dictated by approved amendments. • To provide support to colleagues in their absence. • To contribute to the preparation of reports, publications and posters. • To attend local/national or international meetings as required. **Desirable Criteria:** 1. ICH/GCP recognised training. Knowledge of clinical research ICH/GCP
Welsh Language Level	Level 1 – 'a little' - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course. For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available here.
Additional Information	Informal enquiries: lucy.barlow@wales.nhs.uk **A satisfactory DBS certificate must be provided before a start date can be confirmed**