

**THE ROYAL MARSDEN NHS FOUNDATION TRUST
London and Surrey**

JOB DESCRIPTION

JOB TITLE:	Research Nurse
BAND:	Band 6
DEPARTMENT:	Urology (Bob Champion Unit)
DIRECTORATE:	Cancer Services
HOURS OF WORK:	22.5
BASE LOCATION:	Sutton
RESPONSIBLE TO:	Principal Investigator
ACCOUNTABLE TO:	Senior Nurse, Clinical Trials / Senior Research Nurse
LIAISES WITH:	Bob Champion Unit, Research Team

Overview of the Post

The post holder will work under the supervision of the senior research nurse or Study Site Coordinators (SSC) within the research team, and has a key role to play in the day-to-day running of clinical trials within the Trust. These trials may be related to anti-cancer treatment (e.g. chemotherapy, radiotherapy, biological therapy, gene therapy or surgery), symptom management or some other aspect of cancer care, such as screening. Central to the role are the recruitment, education and monitoring of patients entering a clinical trial. Working closely with the principal investigator and members of the multidisciplinary team, s/he will support patients who choose to participate in clinical trials by providing advice and information. An important aspect of the role is the maintenance of accurate and comprehensive records of data derived from the research studies. The post holder will be involved in ensuring that any research undertaken within the department safeguards the well being of the patients, and is conducted within ICH Good Clinical Practice Guidelines for Research.

The research nurse may contribute to the development of the trial design and has a key role in incorporating the patients and nurses perspective. Liaison with pharmaceutical companies and academic institutions during trial development will be required.

The opportunity to undertake personal research projects or further study, in consultation with the lead medical investigator and Senior Nurse, Clinical Trials is also encouraged.

Key Tasks and Responsibilities

Research (Clinical Research)

To coordinate arrangements required for patients undergoing specialist investigations as part of the research protocol.

To assess the patient prior to trial treatment, monitor the patient receiving trial treatment and follow the patient up on completion of trial treatment as required by the protocol.

To collect and accurately record data in accordance with the requirements of the trial protocol.

To participate in the design and preparation of research protocols, patient information sheets and other documentation associated with clinical trials, ensuring that these are reviewed and updated as required.

To safeguard the integrity of the trial by ensuring compliance with ICH GCP guidelines.

To be involved with the running of several concurrent research studies.

To disseminate research data by preparing and presenting posters or research papers for presentation at meetings, conferences and publication.

Where appropriate, to establish nursing-related research projects with the agreement of the lead medical investigator and the Senior Nurse, Clinical Trials.

To assist the senior research nurse in the research team with the development, monitoring and review of clinical and research policies and procedures.

Clinical Responsibility – patient care

To provide advice and information to patients/volunteers with regard to their participation in clinical research in order to facilitate effective informed consent, ensuring the patient (or where appropriate the parent/guardian or next of kin) fully understands the nature of the clinical trial, of voluntary entry to the clinical trial and freedom to withdraw at any time without prejudice to treatment.

To act as a support for patients and relatives throughout the trial, providing information as well as physical and emotional support where necessary, and referring to other healthcare professionals where appropriate.

To assist the medical team in the assessment of patients/volunteers and monitoring their condition throughout their participation in the clinical trial.

To monitor treatment toxicity and/or side effects and to take appropriate action to reduce the effects of treatment as necessary.

To report to the principal investigator or senior research nurse any adverse events and serious adverse events that occur whilst the patient is being treated on a clinical trial and record relevant details.

To work effectively as part of the multidisciplinary team and to contribute to the ongoing development of the clinical unit by acting as a role model for staff in areas related to clinical trials.

To ensure the safe administration of all treatments and drugs that are given within the context of a clinical trial.

To work within the NMC Code of Conduct and within your individual scope of professional conduct.

To inform the principal investigator of any changes that would affect patient care or have implications on resources.

To attend outpatients clinics, ward rounds and meetings as required in order to facilitate patient care and maintenance of trials.

Education and Development Responsibility – own as well as the development of others

To keep up to date with relevant statutory developments for the management of clinical research ensuring timely and effective implementation of any required changes.

To keep up to date with research or clinical developments relevant to the care of patients in the clinical area.

To educate and update staff working in the particular clinical area or research team about current and forthcoming clinical trials, including treatment administration, potential side effects and monitoring required.

To participate in the Trustwide education programmes, study day courses, meetings or conferences as identified in their Personal Development Plan and deemed appropriate by their line manager.

To participate in an annual appraisal process with their line manager.

To take responsibility for developing and sustaining their own knowledge, clinical skills and professional awareness in accordance with P.R.E.P. in areas such as current advances in cancer treatments, research and nursing practice and to use this knowledge to maintain the highest standard of care for patients with cancer.

Management and Leadership Responsibility – including human resources, financial and other resources

To assist with the training of junior research nurses in the research team and to act as a resource to ensure that they optimize their clinical research skills and potential.

To work closely with the Senior Nurse, Clinical Trials to ensure that best practice is achieved.

To be aware of, and participate in, any relevant strategies and frameworks within The Royal Marsden NHS Foundation Trust to ensure that the practice and profession of nursing is taken forward for the benefit of the patient and their family.

To promote a safe working environment.

Post Specific

To participate in the development of a nurse-led clinical trials clinic. To work as part of a multi-disciplinary team providing clinical support as required to other members of the research team.

Clinical Governance

It is the post holder's responsibility to ensure that they are fully aware of the location and content of all Trust policies and procedures and comply with these as relevant to the performance of their role. Trust employees have responsibility to ensure that all data collection performed either directly or by supervised staff is accurate and timely or is in accordance with any local procedures.

To assist with any local or trust initiatives to ensure the continuous improvement of the quality of services and safeguarding of high standards of care

Confidentiality and Data Protection Act

All employees of The Royal Marsden NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff (please also see the Trust's policy on Whistleblowing). In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Safeguarding Children and Vulnerable Adults

All staff must be familiar with and adhere to the Trust's child protection and safeguarding adult policies and procedures. All staff are required to attend child protection and safeguarding adults awareness training, additional training and supervision regarding child protection relevant to their position and role.

Health and Safety

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.

Customer Service Excellence

All staff are required to support the Trust's commitment to developing and delivering excellent customer-focused service by treating patients, their families, friends, carers and staff with professionalism, respect and dignity.

Emergency Planning

In accordance with the Trust's responsibilities under the Civil Contingencies Act 2004 all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of and for the duration of a significant internal incident, major incident or pandemic.

Equal Opportunities

The aim of the Trust's policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, creed, sex, marital status, disability, age, nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities and will keep under review its policies, procedures and practices to ensure that all users and providers of its services are treated according to their needs. The policy also applies to staff working within the Trust.

No Smoking Policy

It is the policy of the Trust to promote health. Smoking is actively discouraged and is prohibited in most areas of the Hospital, including offices, with the exception of designated smoking areas on both sites.

Review of this Job Description

This job description is intended as an outline of the general areas of activity. It will be amended in the light of the changing needs of the organization, in which case it will be reviewed in conjunction with the post holder.

Terms and Conditions of Employment

This post is exempt from the Rehabilitation of Offenders Act 1974, meaning that any criminal conviction must be made known at the time of application.