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| Last updated: | <date> |

**JOB DESCRIPTION**

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| Post title: | **Research Nurse** | | |
| Academic Unit/Service: | Cancer Sciences | | |
| Faculty: | Medicine | | |
| Career Pathway: | Research Nurse (RESN) | Level: | 4 |
| \*ERE category: | N/A | | |
| Posts responsible to: | Cancer Research UK (CRUK) Senior Research Nurse | | |
| Posts responsible for: | No direct responsibility for other staff members | | |
| Post base: | Office-based (see job hazard analysis) | | |

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| Job purpose |
| To provide an oncology clinical trials service within the CRUK Centre and University Hospitals Southampton Foundation NHS Trust by assisting in the management of care pathways for cancer patients taking part in all phases of clinical trials but particularly early phase trials & delivering novel agents including first in man treatments. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To assist with the portfolio of clinical trials and the corresponding caseload of patients, identify recruitment strategies, to assist with the coordination and delivery of trial specific care, administer unlicensed medications including first in man novel agents to trial patients, closely monitor patient reactions, deal with adverse reactions and take samples as required by the protocol & standard of care for patient safety. Accurately collect data and ensure that all required documentation (paper and electronic) is maintained appropriately and forwarded to trial coordinators and other key stakeholders as per time directives. Adhere to and promote ICH GCP and other regulatory guidance within the research setting (including participation on the informed consent process). | 90 % for points 1-6 inclusive |
|  | Practice at an appropriate level to provide knowledge on the protocol driven care pathway and complex needs of the patient group. |
|  | To assist the Band 6 nurse with initial contact with patients (& carers) from the time of referral to provide specialist cancer nursing advice and practical and psychosocial support. To provide support to the band 6 who will be acting as keyworker for the patient for the duration of their participation in a trial effectively working in partnership with other professionals and practitioners as required. |
|  | Facilitate effective communication of complex research study information with all relevant research personnel, including: medical, nursing, AHP, administrative, pharmacy staff and research participants (where appropriate). |
|  | Provide support & cross cover for colleagues within the CRUK research nursing team as required |
|  | Work collaboratively and in partnership with other health care professionals, offering appropriate guidance and supervision to colleagues for the wider team where appropriate. |
|  | Support the CR UK senior research nurse in delivering CR UK priorities locally &  support delivery of the Southampton CR UK centre/ECMC objectives | 5% |
|  | Maintain and develop own knowledge of cancer and research related issues.  Participate and assist in the development and implementation of quality assurance procedures, developing specific tools to ensure high quality patient care and sharing such best practice. | 5% |

| Internal and external relationships |
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| Chief, principal and co-investigators (Consultants/Specialist registrars): Communication regarding trial patients recruitment, treatment and follow up  Trial coordinators and monitors: To maintain accurate and up to date research data  Non-research health professionals: To ensure protocol requirements are met & best patient care given.  CRN Wessex: To provide a cohesive trials service for all patients and clinicians |

| Special Requirements |
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| Some out of hours & night duty may be required  Ability to travel and/or driving licence |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Current first level Nursing and Midwifery Council (NMC) registration (Adult)  Intravenous (IV) certificate  Evidence of continuing professional development  IT literate  Some post qualification experience  Phlebotomy and cannulation skills | Degree in related subject  Oncology and/or clinical trials qualification  Previous clinical trials experience  Previous experience of administration of cytotoxic drugs  Experience in oncology | All criteria by CV & interview |
| Problem solving and initiative | Ability to proactively problem solve |  |  |
| Management and teamwork | Able to work independently and as part of a team  Ability to prioritise and work in a highly organised manner  Excellent time management skills  Supportive to other members of the team |  |  |
| Communicating and influencing | Ability to synthesise complex information  Experience of dealing with distressed patients and families  Ability to remain calm when dealing with potentially upsetting situations  Accurate record keeping (paper and electronic) |  |  |
| Other skills and behaviours | Willing to undertake further training and education. | Willing to present at external events for research engagement, public awareness and fundraising. |  |
| Special requirements | Interest in for research.  Flexibility for out of hours/nights |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | Post is office-based but has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace**)- samples go in -80 freezer** | x |  |  |
| ## Potential for exposure to body fluids |  | x |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: **cytotoxic drugs** |  | x |  |
| Frequent hand washing |  | x |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling | x |  |  |
| Repetitive crouching/kneeling/stooping | x |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods | x |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) | x |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  | x |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties **–occasional night duty** |  |  |  |