UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Nurse, Faculty of Medicine and Health

Salary: Grade 6 (£27,511 – £32,817 p.a.)

Reference: MHIHS1246

Closing date: 20 March 2020

100% FTE post. Fixed term for 29 months.

Research Nurse
School of Medicine
Leeds Institute of Health Sciences

Are you qualified research nurse enthusiastic about delivering high quality research? Do you want to help improve patient care? Do you want to be involved in research that aims to improve the quality of life of cancer patients?

This is an exciting opportunity for an enthusiastic and motivated research nurse to join the CANAssess research team. CANAssess (CAncer Patients' Needs ASSESSment in Primary Care) is a cluster randomised controlled trial assessing the effects of a needs management tool in the primary care setting. The trial is led by the University of Hull, and funded by Yorkshire Cancer Research. The trial has regional recruitment hubs in Leeds, Sheffield, Sunderland and Hull.

The role will involve management of the participants' journey throughout the life of the trial, including but not limited to, consent, recruitment, data collection and follow-up. The successful applicant will act as the main point of contact for all participants and their carers registered at the GP surgeries in their regional hub.

The work will be carried out under the supervision of the local investigator, Professor Robbie Foy, Professor of Primary Care. The study is funded by Yorkshire Cancer Research.

You will be a registered nurse with an interest in primary care research. You will have demonstrated your ability to work independently and efficiently in a research context, and will have excellent organisational skills with a proven ability to prioritise tasks and good attention to detail.

What does the role entail?

As a Research Nurse your main duties will include:

- Working autonomously to coordinate and deliver trial specific care for patients involved in the CANAssess study, adhering to research and ensuring research data are valid;
- Manage the CANAssess workload at GP surgeries in terms of recruitment and follow-up, working closely with the GP hub lead and Clinical Trial Manager to provide a consistent point of contact for the trial for the region;



- Have sound working knowledge of the CANAssess research protocol, ensuring complete adherence at all times;
- Work with the CRN other key stakeholders to recruit GP Surgeries, including work with relevant primary care organisations (e.g. federation research clusters, clinical commissioning groups) to promote the study;
- Ensuring that GP Surgery staff are familiar with and sufficiently trained to meet study requirements;
- Provide written and verbal information to patients considering participation in the trial, answering their queries so that they are fully informed, and onward referral of queries where required;
- Ensure that all consent procedures are carried out in strict accordance with the CANAssess research protocol and in accordance with Good Clinical Practice;
- Act as a primary contact for participants and their carers on the CANAssess study;
- Retrieve data from medical records on the GP surgeries' electronic systems and complete study Case Report Forms (CRFs) accurately, sending to the trial team in a timely fashion according to pre-specified timelines;
- Liaise with the GP Surgery staff and central research team to ensure timely arrangement of patient visits for both recruitment and follow-up;
- Maintain contact with participants during follow-up, including home visits where appropriate;
- Remain professional at all times, and deal sensitively with participants and their carers;
- Providing regular feedback on the progress of the study to relevant stakeholders and work towards resolving any issues that arise.
- Ensuring that all required documentation (paper and electronic) is maintained appropriately both at the coordinating centre and at the GP practices. All appropriate paperwork to be forwarded to trial managers in a timely fashion
- Ensure that all research is ethical and carried out in accordance with regulatory guidance;
- Ensure compliance with the host CCG's policy on data protection, confidentiality and security;
- Carry out any other research-related duties within the post holder's qualifications and competence as delegated by the GP hub lead, the Clinical Trial Manager
- Willing to undertake any training as deemed necessary by the GP hub lead, or Clinical Trial Manager; and
- Ability to travel between GP Surgeries and the host site.

This job description should not be regarded as definitive. It is intended to provide the post-holder with a broad outline of their function. The post-holder may be required to undertake any other duties reasonably falling within the grade of this post.



What will you bring to the role?

As a Research Nurse you will have:

- Up to date registration with the NMC: RN1: Adult nurse, level 1/ RNA: Adult nurse.
- Previous experience in delivering research in a health care setting;
- Knowledge of the Informed Consent process, Good Clinical Practice and ethics and research governance;
- Evidence of strong IT skills with experience of using a range of spreadsheet and database computer software including the Microsoft Office Suite (Word & Excel));
- A confident approach and the ability to instil confidence;
- Excellent communication skills with the ability to communicate with a variety of stakeholders: patients who have been diagnosed with a serious/terminal illness, carers, GPs, health professionals, and Clinical Trial Managers;
- Evidence of an ability to work to a high level of accuracy with attention to detail (for example, when completing forms / spreadsheets);
- The ability to deal with telephone enquiries from staff, patients and carers, using judgement to respond or refer to appropriate personnel;
- The ability to prioritise and manage a varied workload, meeting trial related targets;
- Willingness to work flexibly to ensure the goals and timescales of the research study are achieved, including working some evenings, if required.

You may also have:

- Experience of conducting research in primary care
- Experience of speaking in front of a group of professionals
- GCP training

How to apply

You can apply for this role online; more guidance can be found on our How to Apply information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.



Contact information

To explore the post further or for any queries you may have, please contact:

Professor Robbie Foy, Head of Divison of Primary Care, Palliative Care and Public Health
Tel: +44 (0)113 343 4879
Email: r.foy@leeds.ac.uk

Additional information

Internal and external relationships

- Direct responsibility to academic supervisor
- Liaison with Trial Managers to maintain accurate and up to date data
- May have additional reporting and liaison responsibilities to external funding bodies or sponsors.
- Collaborators/colleagues in other work areas and institutions.
- Contact with non-research health professionals to ensure protocol requirements are met
- We will also help the post-holder(s) apply for an NHS honorary contract so that they can also be located, as needed, in the NIHR Clinical Research Network (CRN) base at St James University Hospital.

Find out more about the Faculty of Medicine and Health

Find out more about the Leeds Institute of Health Sciences.
Find out more about Athena Swan in the Faculty.

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our Working at Leeds information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our Accessibility information page or by getting in touch with us at disclosure@leeds.ac.uk.



Security checks
Appointment to this post will be subject to appropriate security checks being carried out with your permission by a third party company.

Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
This post requires an enhanced and barred list criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.