Recruitment line: 0800 0283 666

Dear Candidate

CARDIAC RESEARCH NURSE

HOURS: 37.5

CLOSING DATE: 9 JANUARY 2015
INTERVIEW DATE: 29 JANUARY 2015

The National Waiting Times Centre Board welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call. Please note that we no longer acknowledge receipt of applications and therefore you will not receive any further communication until after the post has been shortlisted.

In the meantime, I wish you success with your application and should you require any further information or wish to check the progress of your application please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely

Lynn Mitchell
Recruitment Assistant
GOLDEN JUBILEE NATIONAL HOSPITAL

INFORMATION PACK

FOR THE POST OF

CARDIAC RESEARCH NURSE

37.5 HOURS PER WEEK

REFERENCE NUMBER SHOW/1807

CLOSING DATE: 9 JANUARY 2014
INTERVIEW DATE: 29 JANUARY 2014
GENERAL INFORMATION FOR CANDIDATES

- This information package has been compiled to provide prospective candidates with details of the post and background information about Golden Jubilee National Hospital.

- The contents of this package are as follows:-
  - Job Description/person specification
  - Terms and Conditions of Service
  - Application Form
  - Equal Opportunities Monitoring Form
  - Information on Agenda for Change

- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.

- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV’s received with Application Forms will be destroyed prior to Application forms being passed for Short listing.

- NWTC operates a NO SMOKING Policy on all Premises and Grounds.

- All offers of employment will be subject to the receipt of satisfactory References, Occupational Health screening and Disclosure Scotland clearance if applicable.

- Please send your completed application to:-
  
  Recruitment Team,
  HR Department
  Golden Jubilee National Hospital
  Agamemnon Street
  Clydebank
  G81 4DY

- When returning your completed application and any associated enclosures by Royal Mail you must ensure that the correct postage cost is paid. We have been informed by the Post Office that they are retaining those which have been underpaid. This has resulted in completed applications not being returned until after the closing date, and not being included for short listing.

- The short listing process will take place shortly after the closing date.

- As a Disability Symbol user we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
GOLDEN JUBILEE NATIONAL HOSPITAL
TERMS AND CONDITIONS OF SERVICE

1. Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Employees.

2. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employee’s contributions to the NHS Scheme amount to 5% to 10.9% of salary (depending on rate of Pensionable Pay) and the employers’ contribution equates to 14% of salary. Employees in the NHS Scheme are “Contracted-out” of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

3. Salary

£26,041 TO £34,876

4. Grade

This post is offered on a Band 6

5. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years’ service and 33 days after 10 years’ service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

6. Hours of Duty

37 Hours per week

7. Tenure of Employment

Fixed term for a period of 22 months

8. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.
Benefits

**NHS Superannuation scheme:**
All staff are eligible to join this scheme from date of commencement. Employee contributions vary from 5% to 13.3% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years’ pay while you are working, pension and allowances for your spouse and children in the event of death, and benefits for ill-health retirement. Members of the scheme receive tax relief on contributions and Lower National Insurance contributions.

**Annual leave entitlement (including public holidays):**
- 35 days annual leave on appointment
- 37 days annual leave after 5 years
- 41 days annual leave after 10 years

**Free car parking**

**Continuing professional development opportunities**

**Discounts at the associated Beardmore Hotel**

- **Leisure Club membership** – Get fit and healthy at the Beardmore Leisure Club for only £28 per month.

- **Childcare vouchers** – If you are a working parent with children under the age of 16 you could save up to £1,196 per parent, per annum on the cost of childcare.

For more information about the benefits and discounts available to NHS staff, visit www.nhsdiscounts.com
1. **JOB IDENTIFICATION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Cardiac Research Nurse – T-Time project (Band 6 AfC, full time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible to (insert job title):</td>
<td>Senior Cardiac Research Nurse</td>
</tr>
<tr>
<td>Department(s):</td>
<td>Research &amp; Development</td>
</tr>
<tr>
<td>Directorate:</td>
<td>Corporate</td>
</tr>
<tr>
<td>Job Reference:</td>
<td></td>
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<tr>
<td>No of Job Holders:</td>
<td>3 (including this post)</td>
</tr>
</tbody>
</table>

2. **JOB PURPOSE**

The Golden Jubilee National Hospital (GJNH) aims to increase the number of research studies being undertaken and the number of patients entering into studies locally.

This post has been created to support GJNH’s participation in an Eligibly Funded research project called **T-Time** (A randomised double blind, placebo-controlled, parallel group Trial of low dose adjunctive alteplase during primary PCI).

Research within GJNH is led by the R&D Director and the GJNH Executive Lead for R&D, and supported by the Research & Development Manager. The post holder will have responsibility for the delivery of direct and indirect care and associated data collection for the T-Time study in accordance with the International Conference on Harmonisation Good Clinical Practice (ICH-GCP).

The post holder will ensure that the highest standard of care is delivered to patients recruited to T-Time and their families, in partnership with all members of multi disciplinary and the wider research teams.

In addition, the post-holder will be part of the cardiology research team (3WTE including this post) and will be expected to be able to support the research nurses working on other studies within the cardiology research portfolio.

3. **DIMENSIONS**

The Golden Jubilee National Hospital (GJNH) is part of the NHS National Waiting Times Centre Board - an NHS Special Health Board in Scotland which also includes the Beardmore Centre for Health Science and the Beardmore Hotel and Conference Centre.

The GJNH has the following clinical remits:

- Receiving referrals to reduce patient waiting times in key elective specialties;
- GJNH is a major centre for orthopaedics; and has a responsibility for a range of regional and national heart and lung services.
4. ORGANISATIONAL POSITION

The Research & Development Department is led by the Research & Development Manager and is part of the GJNH Corporate Directorate. It is responsible to the Executive Lead for Research & Development. It provides a service to facilitate and co-ordinate activities to implement the GJNH R&D strategy and those required to underpin research governance in order to deliver high quality, clinically effective services throughout the GJNH. Most clinical areas with the GJNH are research active.

5. ROLE OF DEPARTMENT

The Research & Development Department is led by the Research & Development Manager and is part of the GJNH Corporate Directorate. It is responsible to the Executive Lead for Research & Development. It provides a service to facilitate and co-ordinate activities to implement the GJNH R&D strategy and those required to underpin research governance in order to deliver high quality, clinically effective services throughout the GJNH. Most clinical areas with the GJNH are research active.

6. SCOPE AND RANGE OF RESPONSIBILITIES

6.1 Clinical

- Identify, screen and recruit subjects into the T-Time study.
- Have a working knowledge of the research protocol, protocol procedures and protocol documentation (e.g., Case Report Forms).
- Co-ordinate the care of own case loads of study patients.
- Provide ongoing guidance, support and information for patients (and their significant others) to enhance their understanding of the specific research study.
- To communicate with other clinicians, including General Practitioners and hospital consultants, on participation of patients in the T-Time project.
- Where relevant, ensure medication and treatment is administered safely & according to the protocol and report any clinical outcomes, as appropriate, to the Principal Investigator.
- Participate in accurate and timely data collection including physiological, demographic and pharmacokinetic data.
• Maintain accurate documentation of all research activities performed / patient events in nursing/medical notes and accurately document data collected into the case report forms (CRF).
• Maintain the highest standards of nursing and follow up care appropriate to the subject’s co-existing health needs
• Act as required, reporting and recording adverse/serious adverse events that occur whilst the patient is involved in the research study to the trial co-coordinator/PI and relevant local personnel/Regulatory authorities
• Monitor treatment toxicity/side effects and initiate changes to treatment as required by the protocol.

6.2 Research

• Ensure that you are working according to GCP and clinical and research governance standards for clinical trials.
• Facilitate the informed consent process ensuring the following is accounted for:
  o That the patient (& significant others) fully understand the nature of the clinical trial.
  o That the patient is aware that entry into the trial is voluntary and they can withdraw at any point without prejudice.
  o That the patient is aware of any extra procedures required by the trial.
  o That the consent form is completed accurately and filed as required.
• Be responsible for forwarding trial data in a timely manner to the trial co-ordinating centre. Liaise with clinical trial personnel outside the hospital as necessary and supply data as required to the R&D Office regarding progress of studies.
• Ensure participant rights are upheld when identifying, screening and recruiting subjects into T-Time.
• Identify barriers to recruitment of studies and work with senior research staff to implement strategies to overcome these.
• Provide support for research nurse colleagues in their absence.
• Attend meetings relevant to the nature of the job as required.

6.3 Administration

• Ensure that research study recruitment records are accurately maintained.
• Access the computer network as required to retrieve relevant information.
• Ensure that research study records are effectively archived as required.

6.4 Education and Training

• Act as a resource for colleagues in relation to research studies.
• Ensure that all relevant health care professionals are educated and supported as required to enable them to care for research study patients.
• Keep all appropriate staff informed of the progress of research studies.
• Maintain an awareness of current advances in research and nursing practice and use this knowledge to maintain the highest standard of care for patients in research studies.
• Maintain an up to date knowledge of cardiac related articles particularly related to research studies or of areas relevant to the current trial portfolio.
• Continue own professional development, keeping updated with current practice.
• Develop and maintain links with other research nurses and clinical nurse specialists locally to share knowledge and to provide mutual support.
• Provide / input to regular research training across GJNH to promote awareness of clinical research as required.

6.5 Management

• Contribute to the development of research policies/procedures/SOP’s.
• Keep up to date on research management issues through liaising with the R&D Office and attending study meetings as required.
• Deputise for the other research nurses in their absence.
• Liaise with the members of multi-disciplinary teams / Support Depts to establish procedures for the safe and smooth running of T-Time.
• Work with NWTCB’s staff to develop strategies to overcome barriers to patient recruitment

6.6 Other

• Understand and adhere to GJNH policies and procedures.
• Act in accordance with the NMC Code of Professional Conduct.
• Maintain patient confidentiality at all times.
• Ensure that the views of consumers are effectively sought, channelled and acted upon, including the efficient actioning of the complaints procedure in accordance with the GJNH policy in conjunction with the R&D Manager.

7a. EQUIPMENT AND MACHINERY

Post holder is expected to have knowledge and ability to use all equipment used in the area however may not have daily clinical involvement. Equipment will vary according to the requirements of individual research studies.

Some studies have new highly specialised electronic equipment and techniques that require training with the development of standard operating procedures, dependant on the study requirements. The post holder will have responsibility for ensuring that adequate training and safety information is in place prior to the use of any new systems and/or equipment within their team.

7b. SYSTEMS

Excellent computer skills are required for this job, especially demonstrating a capability for the use of databases for collection, analysis, and reporting of data including: SCI Store, MS Office and presentation software.

A clinical knowledge sufficient to interpret research protocols, case report forms, study logs and other documentation relating to research studies

Maintain knowledge and skills in the use of medical and nursing equipment

Responsible for the safe, efficient and effective use of electro-medical equipment in the delivery of patient care.

Maintaining electronic spreadsheets and databases that meet the requirements of each study and comply with Data Protection legislation.

Maintenance of study site files and all research records

Electronic Case Report Forms (on an project by project basis)

Ensuring secure back up, storage and archiving of electronic study data

Local Patient Administration System

SCI Laboratory System – Specimen Results

Internet and Intranet

Maintenance, secure storage and archiving of Study Site Files and other research records
### 8. ASSIGNMENT AND REVIEW OF WORK

- The post holder is managerially responsible and professionally accountable to the Senior Cardiac Research Nurse – David Patton.
- The post holder will be responsible for organising their own workload working within planned research protocols and professional guidelines.
- The post holder will be expected to effectively manage unscheduled work activity.
- Personal objectives will be agreed, and performance reviewed by the Cardiac Research Nurse – David Patton on an ongoing basis and formally through the GJNH appraisal system.

### 9. DECISIONS AND JUDGEMENTS

The post holder will be

- Personally accountable for own professional practice and conduct in accordance with NMC Code of Conduct and Guidelines
- Responsible for exercising their professional judgement, will make clinical and professional autonomous decisions within the bounds of existing knowledge and skills.
- Follow agreed and defined procedures/processes
- Mainly self directed in terms of time and workload management
- Decide on suitable subjects for screening and inclusion into studies, whilst acting in the research participant's best interest to ensure their rights are upheld
- Record and report adverse events to the relevant personnel and act as appropriate to ensure patient safety and regulatory requirements are met.
- Initiate the referral of a subject for further treatment in consultation with the Principal Investigator
- Access and interpret results in a timely manner and take appropriate action
- Freedom to act is guided by precedent and clearly defined NHS policies, standard operating procedures, protocols and codes of conduct in accordance with NMC regulations, ICH-GCP Guidelines, Research Governance Framework, Medicines for Human Use (Clinical Trials) 2006, Adults with Incapacity Act and Data Protection Act.

### 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Managing multiple issues simultaneously, interpreting and reporting as appropriate
- Organising time, appointments, treatments, investigations and administrative tasks effectively.
- Dealing with a rapidly changing workload
- Managing and prioritising effectively in a changing environment
- Required to impart distressing and sensitive information to patients and their carers whilst demonstrating empathy and reassurance
- Addressing the equality & diversity needs of research participants
- Training and education
- Leading and supporting other multi disciplinary staff that have little research knowledge or protocol information.

### 11. COMMUNICATIONS AND RELATIONSHIPS

- Effectively communicate, verbally and in written format, with staff at all levels of the
organisation
• Communicate and negotiate with individuals and members of the multidisciplinary/multi-agency teams
• Gather, understand, interpret and relay complex information to other members of the multidisciplinary team, patients and carers
• Excellent communication skills required to impart sensitive information regarding medical condition, explanation of research protocol in a way that the individual understands without breaching study protocol
• Ability to reassure and empathise with individuals in difficult and distressing times during research studies
• Convey relevant information to PIs and other relevant internal and external agencies
• Communication with participants may involve complex clinical and research information in order to obtain informed consent
• Provide regular updates on study caseload and recruitment status to the Lead Research Nurse.

External communication
• Where relevant, communication with other study centres and external multidisciplinary research teams on the day-to-day running of studies.

• Where appropriate, liaison with external research organisations e.g. National Research Ethics Service (NRES) and Medicines and Healthcare products Regulatory Agency (MHRA)

• Participation in, and where appropriate, present at external professional meetings/conferences related to the research studies.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

PHYSICAL DEMANDS OF THE JOB
• Moving and handling of patients and equipment where appropriate.

• Frequent short periods of moderate physical effort.

• Exposure to body fluids/therapeutic products.

• Perform tasks requiring highly developed skills including phlebotomy.

• Where relevant take responsibility for the safe handling, storage and shipping of bloods, histology specimens and other body fluids required for research purposes.

• Spends extended periods operating VDU e.g. eCRF, database input etc

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Experience, Knowledge and Qualifications

First Level Registered Nurse with the ability to demonstrate the skills and competencies normally associated with extensive experience in the field of interventional cardiology. Research experience is desirable but not essential.

Educated to degree level (or working towards) or evidence of further education/continuous professional development, e.g. short courses.

Knowledge of research principles, including confidentiality, informed consent and ethical issues.
Awareness and understanding of International Conference on Harmonisation Good Clinical Practice Guidelines, Clinical and Research and Governance, Medicines for Human Use (Clinical Trials) 2006, Research Governance Framework and Adults with Incapacity Act.

Skills

The post holder will be required to demonstrate excellent team working skills, with proven ability to use own initiative

Effective listening and communication skills.

Effective time and workload management skills

A flexible approach to working hours in order to meet the requirements of the research protocols and subject recruitment; there will be an occasional requirement to work unsocial hours as necessary.

Good IT Skills

Excellent management and administrative skills

A level of English language competency and communication skills necessary to perform this role safely and effectively

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder’s Signature: 

Head of Department Signature: 

Date: 

Date:
## PERSON SPECIFICATION

Full Time Interventional Cardiology Research Nurse

<table>
<thead>
<tr>
<th>SKILLS</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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• Effective listening and communication skills  
• Effective time and workload management skills  
• Excellent management and administrative skills | | |

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<tr>
<th>KNOWLEDGE</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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</table>
| • First Level Registered Nurse with the ability to demonstrate the skills and competencies normally associated with extensive experience at Band 5.  
• Educated to degree level (or working towards)  
• Evidence of further education/continuous professional development, e.g. short courses. | | • Research experience is desirable but not essential.  
• Knowledge of research principles, including confidentiality, randomisation procedures, informed consent and ethical issues |

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<thead>
<tr>
<th>EXPERIENCE</th>
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<tr>
<td>• Experience of working in an Interventional Cardiology environment.</td>
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### Additional Job requirements

### Any other additional information