

**Job Description**

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| Job Title: | Palliative Care and Community Clinical Trial Assistant |
| Faculty/Department: | HYMS |
| Reporting to: | Senior Clinical Lecturer/ Consultant in Palliative Medicine |
| Duration: | Fixed Term |
| Job Family: | Academic |
| Pay Band: | 6 |
| Benchmark Profile: | Research Band 6 |
| DBS Disclosure requirement: | YES/Adult Workforce |
| Vacancy Reference: | HY0104 |

**Details Specific to the Post**

**Background and Context**

The Macmillan Specialist Palliative Care Team and St Andrew’s Hospice include health and social care teams that provide clinical and social care service for patients with challenging and complex life limiting diagnoses and their families. The teams provide a service in all care settings across the North East Lincolnshire locality. The service is available 7 days per week. The Clinical Trial Assistant will contribute to the development and delivery of research within these teams.

### Specific Duties and Responsibilities of the post

* To manage a portfolio of clinical trials, working closely with the Principal Investigator to provide the key point of contact for the trial within the locality.
* Help with identifying patient eligibility for entry into clinical trials by discussion with colleagues, attending clinics (screening notes/consultant referrals) and MDT meetings.
* Take an active part in the informed consent process. This includes (if appropriate) eliciting consent from trial participants within agreed organisational and trial specific protocols and local network guidelines.
* Randomise trial participants.
* Coordinate pre-study tests, obtain results and arrange appropriate appointments.
* Act as a resource and support to patients and their relatives, explaining practical aspects of clinical trial participation.
* Provide relevant information for the health care teams caring for the patient.
* Contribute to the preparation and submission of clinical trials to Local Research Ethics Committees (LREC) and Trust R&D department for approval. Implement and adhere to the principles of ICH GCP and the EU Directive 2001/20/EC on clinical trials.
* To maintain site file files.
* To participate in monitoring visits / site inspections by Study Sponsors and / or governing bodies.
* Demonstrate effective clinical judgment in the interpretation of trial results and initiate appropriate action.
* Act as a role model for excellence in palliative care and community research.

**ADDITIONAL INFORMATION**

There will be a frequent requirement to drive to different care settings and a frequent requirement to visit people in their own homes where conditions may vary.

Working with people who can be anxious and distressed with a life limiting illness and their families in situations that can be emotionally charged. The post holder will be frequently exposed to highly distressing and emotional situations, directly and indirectly.

In your covering letter please refer directly to the criteria, given in the person specification below.  Applications are assessed by the selection panel according to these criteria.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

This is an entry level post and may be suitable for those planning to train and develop their research skills so that they may take on a more senior research post in the future.

Research Staff at this level will assist an individual research leader or team to carry out a particular study or studies.

The research assistant will receive close supervision and direction from more senior colleagues and will receive academic, pastoral support and guidance which may include specific training, career counselling and mentoring.

The main focus of the work will involve the generation or collection of data using standard methods which have been developed by others. The role holder will assist with analysis and interpretation of results and the drafting of research reports and publications.

**Main Work Activities**

1. Pro-actively contribute to the research project and conduct own research to include:

* Gather, prepare, analyse and interpret data
* Conduct literature and database searches
* Write up and present own research results
* Ensure all relevant information is documented in the patient’s notes and where appropriate, research specific notes.

1. Contribute to the management of research projects to include:

* Contribute to the planning of projects
* Plan own research activity within the framework of the agreed programme
* Coordinate and manage concurrent trials and patient caseloads effectively.
* Ensure compliance with the Research Governance Framework, EU regulations and UK law.
* Work closely with medical and data personnel in the collation of data generated from clinical trials.
* Ensure that accrual data is reported accurately.
* To provide information to allow for invoices to be raised for payments, where appropriate.
* Facilitate the dissemination of information regarding the research process and clinical trials to staff throughout the palliative and end of life care teams.

1. Prepare reports and papers describing the results of the research for both internal and external publication to include:

* Contribute to the production of research reports and publications
* Present information on research progress and outcomes to bodies supervising research

1. Work positively with colleagues in the research team and other collaborators and partners and support staff on routine matters both inside and outside the University

* Make internal and external contacts to develop knowledge and understanding and form relationships for future collaboration.
* Actively participate as a member of the research team which will involve attending and contributing to relevant meetings.

1. Provide guidance as required to support staff and any project students who may be assisting with the research.
2. Demonstrate evidence of own personal and professional development including:

* Appraisal, induction and performance reviews
* Participation in training and development activity
* Maintenance of links with professional institutions and other related bodies
* To maintain GCP.
* To contribute to the production of an annual report on activity and development.
* Through PDR, the post holder will identify their own learning needs and develop a plan of education and training that meets both personal and service objectives.

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures

**PERSON SPECIFICATION – Research Band 6**

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**  Formal qualifications and relevant training | * ICH-GCP (Good Clinical Practice) qualification or willingness to undertake | * Certificate in Clinical Research * Advanced communication skills training (or a willingness to undertake) | Application  Interview  Other |
| **Work Experience**  Ability to undertake duties of the post | **Evidence of:**   * Data collection * Analysis and interpretation of results * Drafting research reports, participating in scientific conferences and contributing to drafting scientific publications | * Broad range of experience including working in palliative care/oncology. * Management experience and skills | Application  Interview  Other |
| **Skills and Knowledge**  Includes abilities and intellect | **Evidence of :**   * Demonstrate a depth of understanding of research principles and practice including GCP (Good Clinical Practice in Clinical Trials) * Demonstrate a depth of understanding of the   fundamental principles of palliative care   * Professional and appropriately assertive * IT skills including Word, Excel and Power point * Ability to work autonomously * Able to actively and positively contribute to team development * Knowledge of relevant professional and NHS issues * Ability to visit patients at home * Experience of dealing with emotional and highly distressing situations | * Initiation and implementation of change * Demonstrates high level clinical, technical and research skills through breadth and depth of knowledge. * Diplomacy and negotiating skills applicable to a variety of settings | Application  Interview  Other |
| **Personal Qualities**  Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act 2010) | **Evidence of:**   * An expectation to positively contribute to University activities and initiatives including open days, graduation ceremonies etc and willingness to undertake administrative activities * Working in an open and transparent way, providing information and communicating effectively with colleagues * Collaborative working, particularly on interdisciplinary activities * Continuous Professional Development. |  | Application  Interview  Other |