



ASSISTANT RESEARCH PRACTITIONER

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

Job Title	Assistant Research Practitioner
Band	4
Directorate	Research and Innovation
Accountable to	Senior Research Sister
DBS Required?	Enhanced

JOB PURPOSE

To assist in the delivery of high quality care to patients participating in clinical trials under the supervision of fellow Research Healthcare Professionals. The postholder must be responsive to the social and healthcare needs of the individual patient, at all times respecting their privacy and dignity whilst helping to maintain high standards of patient management.

AREAS OF RESPONSIBILITY:

CLINICAL

Under indirect supervision of a qualified healthcare professional assist with the management of patients undergoing clinical trials, prior to entry into a trial, during the treatment phase and in follow up. The postholder will be expected to manage their own workload to meet the needs of the service. The postholder will adhere to the established clinical trial protocols and:

- Do venepuncture and take required blood samples, as per protocol
- Process the samples appropriately i.e. centrifuge, freeze or post as required
- Obtain other samples such as urine and process appropriately
- Carry out clinical observations such as BP, pulse, respiratory, temperature, height, weight, hip, waist measurements and accurately record them
- Following appropriate training, obtain patient's informed consent for simple genetics and epidemiology studies
- Assist patients completing clinical trial paperwork, such as Quality of Life questionnaires.
- Inform responsible research healthcare professionals if it is felt that a patient has not given informed consent for a clinical trial.
- Complete basic Case Record Forms (written or web-based) in an accurate and timely manner adhering to Clinical Trial and International Committee on Harmonisation Good Clinical Practice (CT & ICH GCP) guidelines of data entry
- Ensure safe and correct operation of equipment such as centrifuge or BP machines and arrange repair/maintenance as required.
- Identify trial requirements for participating patients attending FU clinics. Provide all relevant trial paperwork, investigation results and investigation requests forms.
- Effectively run Clinical Trials FU Clinics and defer to research healthcare professional if working outside scope of knowledge
- Ensure clinical trial data is obtained and entered correctly by doctors and other healthcare professional
- Chaperone doctors in clinics as required
- Transcribe patient data from FU clinics to paper or electronic case report forms
- Following appropriate training, undertake telephone follow up of well patients in trials
- Arrange investigations as per protocols under guidance of research healthcare professionals
- Assist patients to/in other departments, as required such as Photography, X-ray, Phlebotomy
- Assist other research healthcare professionals i.e. go to Pharmacy when asked to do so and run other errands required to ensure the effective management of cancer clinical trials in the Trust
- Take telephone calls from patients/carers and relay accurate message to research healthcare professionals, if unable to directly assist
- Enter basic data onto computer
- Dispatch data to relevant study centres following CT & ICH GCP guidelines and update trial patient database recording the patients journey

- To assist with the randomisation of patients into clinical trials and be responsible for subsequent paperwork ensuring patients details are entered onto databases; that all consent forms, patient information sheets, and GP letters are sent out and/or stored correctly in the patient notes, and Trial Master files according to CT & ICH GCP.
- Assist in preparation of clinical trial paperwork, such as photocopying, stocking up drawers, making up trial starter packs, as required
- Maintain high professional standards in accordance with the requirements of the R&D Manager with the competence to treat and care for patients safely and efficiently in line with Trust policies, departmental protocols and CT & ICH GCP Regulations.
- Prepare clinic rooms for Trials Clinics and use appropriate infection control procedures, assist with cleaning and storage of all equipment after use and at the end of clinical sessions
- Maintain Venepuncture and sample collection equipment
- Monitor the health of the patients undergoing a clinical trial, during treatment and in follow-up and inform research healthcare professional of any areas of concern.
- Maintain a professional appearance, manner and conduct at all times.
- Provide and maintain high standards of patient care, respecting confidentiality at all times, and promoting good communication and appropriate information, so that as far as possible the needs of the patient and carers are identified and met.
- Communicate with other professional groups and external Trial Co-ordinators
- Advise and support patients and their carers within area of competence. Refer to research healthcare professional whenever necessary.
- Attend and participate in QA, departmental audit, teaching sessions and clinical trial initiation meetings, as required
- To participate in continuing professional development
- To proactively work with the research team to improve efficiency and effectiveness.

SYSTEMS and EQUIPMENT

- The Assistant Research Practitioner must safely and efficiently handle specialized equipment associated with the treatment of patients participating in clinical trials:
- Centrifuge
- Freezer – to maintain freezer and fridge logs and report deficiencies to healthcare professional
- Histopathology samples
- Blood and urine samples
- Venepuncture equipment
- Clinical Observation equipment
- Manual handling equipment
- Intercom and telephone systems

- Bleeps
- Networked computerised records

DECISIONS, JUDGEMENTS AND FREEDOM TO ACT

- The Assistant Research Practitioner works within the Research Team but will often be required to work alone with access to qualified staff.
- If an Assistant Research Practitioner has any concerns regarding the treatment or the wellbeing of a patient they must report their concerns to the qualified healthcare professional.
- An Assistant Research Practitioner is able to answer some patient queries and give limited information and advice to patients and their carers during treatment and in follow-up but refers to qualified healthcare professional for assistance whenever going outside scope of knowledge.
- The Assistant Research Practitioner will organise and arrange routine tasks that need to be carried out as per protocol requirement under supervision of research healthcare professional
- The Assistant Research Practitioner has sufficient initiative to support the safe and efficient operation of the working area, but will refer most decisions to a qualified healthcare professional

COMMUNICATION AND RELATIONSHIPS

- In order to carry out their role an Assistant Research Practitioner must have good communication skills.
- The Assistant Research Practitioner works alongside qualified healthcare professionals, student healthcare professionals and helpers/volunteers who work within the Oncology Department (Radiotherapy Department, Chemotherapy Day Centre, Ward 21 and Oncology Clinics) as well as in other clinics and relevant areas in the Trust (Shrewsbury and Telford.) The Assistant Research Practitioner will relay accurate messages from patients ringing into the department from outside to relevant staff.

An Assistant Research Practitioner communicates verbally with:

- Patients
- Carers
- Consultants and other members of the medical team
- Other medical personnel involved in clinical trials
- Clinical Nurse Specialists
- Ward, Specialist Department and Out Patient nurses
- Support service staff such as Radiology, Pharmacy, Medical Illustrations, Pathology, Receptionists
- Secretaries
- Clinical Research Associates and other external trial personnel
- Ambulance staff
- Members of the Research Networks

The Assistant Research Practitioner gives verbal guidance, information and reassurance to patients and their carers within their scope of knowledge.

When appropriately trained, communicates information about simple non-interventional studies to patients in order to gain their informed consent to participate

Books hospital transport as appropriate.

Incident reporting is carried out using the Trust Incident Reporting forms.

The Assistant Research Practitioner orders clinical trial stock and maintains sufficient stock levels of equipment, such as needles and bottles for venepuncture.

PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF POST

- An Assistant Research Practitioner is on their feet for the greater part of their working day, walking between the R&D offices, Out-Patients, specialist departments and wards
- Transfer patients to and from the other clinical areas within the hospital when required, observing safe and efficient practice.
- Part of the Assistant Research Practitioner role is to monitor the health of patients on treatment and in follow-up each day and report concerns to qualified staff.
- Anxious patients, and or their carers on occasion, can be extremely emotionally demanding. The Assistant Research Practitioner may encounter patients with a cancer or other life threatening diagnosis as part of their daily workload. Some patients may be in the palliative stage of their illness. On occasions these patients and/or their carers can be very distressed and require calm and compassionate care.

WORKING CONDITIONS

The postholder works in an environment where they may be exposed to:

- Cytotoxic chemotherapy spillage
- Comes into contact with unpleasant body odours, bodily fluids (e.g. faeces, vomit) which are highly unpleasant.
- Blood and urine samples
- When required cleans soiled equipment and disposes of soiled linen, which is unpleasant, and on rarer occasion highly unpleasant.
- On occasion interact with patients with HIV, MRSA, Hepatitis, ESBL.
- There is also the possibility of being exposed to aggressive behaviour from patients, relatives and staff.



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Minimum of NVQ level 3 or equivalent relevant health care/life science qualification • Good basic level of education, minimum five O/GCSEs, or equivalent passes including English 	<ul style="list-style-type: none"> • NVQ level4 or equivalent relevant health care/life science qualification • Venepuncture skills

EXPERIENCE, KNOWLEDGE & SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Significant professional experience caring for people within a hospital environment at band 3 level. • Good communication skills • Able to work autonomously within a team environment • Ability to know when working outside scope of clinical knowledge and practice • Empathy, respect, and tolerance to all individuals, without discrimination • Demonstrates good time and resource management with the ability to prioritise own workload • Considers the skills and knowledge of self and others • Demonstrates ability to learn • Reflects and learns from self and others • Flexible and motivated • Willing to meet future service development needs to improve efficiency and effectiveness • Participates in a shared learning culture • Ability to adapt and apply skills in a variety of situations 	<ul style="list-style-type: none"> • Shares experience in evaluation and assessment of new developments • Clinical Trials Good Clinical practice accredited training

<ul style="list-style-type: none"> • Awareness of needs of patient • Identifies accuracy and validity of information • Understands concept of patient confidentiality • Basic IT skills • Experience of working in clinical research and awareness of the legislation surrounding it. 	
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PHYSICAL QUALITIES

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Able to meet the travel requirements of the post • Able to meet the physical demands of the post 	

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.



EMPLOYER RECOGNITION SCHEME

SILVER AWARD

Proudly supporting those who serve.





The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital