The Shrewsbury and Telford Hospital NHS Trust

ng Ambitious Caring Trusted

RESEARCH DATA COORDINATOR

Candidate Pack

Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read. Our goal is to make the application process more accessible and inclusive for everyone

- You will help the Clinical Trials Team by entering and managing important data and paperwork.
- You will work with doctors and nurses to make sure patient information is correct and up to date.
- You will get medical records, prepare trial packs, and help get clinics ready for trial patients.
- You will use computer programs like Word and Excel to keep track of trial information.
- You will help organise meetings, take notes, and answer phone calls in a kind and professional way.
- You will follow special training and rules to make sure all work is done safely and properly.

Job Description

Job title:	Research Data Coordinator
Grade:	3
Site:	The Princess Royal Hospital, Telford
Accountable to:	Senior Trials Facilitator
DBS required:	No

Job Purpose

The post holder will provide data and administrative support to the Clinical Trials Team maintaining quality and content of data held within information systems, inputting and processing information/data. The post holder will work under the supervision of the Senior Clinical Trials Facilitator and other clinical members of the Trials Team. However, the post holder will be required to work without direct supervision during routine tasks. The postholder will be required to undertake ICH Good Clinical Practice training and work to these standards at all times

Research and Innovation is a cross site service covering Royal Shrewsbury Hospital, Princess Royal Hospital, Telford and Hollinswood house, Telford. The post holder base is to be negotiated but maybe at Hollinswood house, Telford.

Main Duties

- To liaise with members of the Research and Innovation Team regarding collection and analysis of data and identify and obtain data to assist in the selection of potential trials patients using various PC software packages.
- To arrange departmental and multi disciplinary meetings, book venues and

refreshments, where appropriate. Attend meetings to take minutes/notes when required. Type & distribute minutes.

- To be responsible for obtaining medical records and clinical information required for data collection, including results of investigations and booking in and out of patient notes
- To obtain sensitive information from computer systems and direct sources directing them to the correct area.
- To prepare trial information packs ensuring most recent versions of Trial Patient Information Sheets, Trial consent Forms, Eligibility and Randomisation forms and all other paperwork as per individual Trial Protocol are included. Checking all trials packs are readily available in out patient clinics and the Trials Office.
- Clinic preparation for trials patients - Identifying trial patients from clinic lists in advance for clinics, prepare appropriate paperwork in accordance to each trial protocol, identify investigations required for each trials patient, collect appropriate results required, indicate next follow up date.
- To input data onto spreadsheets and databases - Updating trial spreadsheets and databases, creating new spreadsheets, linking spreadsheets. Inputting data from other systems and transferring them to trials. Manage data for patients within trials, ensuring that all stages of the patient journey are recorded, for which an awareness of constantly changing individual trial requirements is necessary and of the current legislation relating to research
- To assist in the provision of statistical/audit data by providing monthly statistical information, collating and producing reports for relevant bodies.
- Attach trial paperwork to patient notes prior to clinic, collect post-clinic paperwork, accurately copy data onto Trials Case Report from this as per individual trial protocol. Ensure information goes to each trial study centre following GCP guidelines and update trial patient database recording the patients journey through each trial.
- Carry out secretarial, clerical and administrative duties including typing, filing, use of fax, photocopier and e-mail. This will include sending letters to patient/GP/referring consultant and Study Centre, taking telephone calls from patients and relatives in a professional and sensitive manner at a time when they may be experiencing severe distress and passing information accurately to relevant Trials Health Professionals. Plan own day to day work organising and prioritising own workload within the Trusts and departmental policies.
- Use, develop and be competent in a variety of computer software, including MS Word, Excel, Access and PowerPoint as well as in-house systems and provide support in the use of these to Health Professionals within the team
- To assist in the production of presentations and posters booking equipment and setting up presentations.
- To proactively work with the team to improve efficiency and effectiveness by proposing changes to the working practices with the Clinical Trials Team and implementing approved policies and procedures within own practice
- To undertake any other tasks as deemed appropriate/necessary
- To participate in the IPR process in order to identify and work towards achievement of personal educational and development need

This job description does not contain an exhaustive list of duties and you may be required to undertake additional responsibilities. It is a dynamic document which will be subject to review with the post- holder in order to adapt and develop the role according to service needs and Trusts policies.

Person Specification

	Essential	Desirable
Qualifications	• Minimum 5 GCSE (or equivalent) passes grade 9- 4 including English and Mathematics	• Advanced Computer qualification • Current Clinical Trial GCP training
Experience and knowledge	• Significant experience of working in an office as a member of a team • Experience of managing own workload • Knowledge and skills in the use of a variety of software including Microsoft Office and web based data bases	• Clinical research experience • Hospital based administrative experience • Knowledge of medical terminology • Knowledge of Clinical Trial Regulations
Skills	• Good communication skills • Evidence of accuracy and methodical attention to detail • Flexible, hardworking and self-motivated • Able to work under pressure • Ability to organise, prioritise and co- ordinate	

	own work • Ability to maintain concentration whilst working to a high degree of precision	
Other	• Able to meet the travel requirements 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 and 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. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- 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.