NHS
Coventry and Warwickshire Partnership
NHS Trust

RESEARCH & INNOVATION

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Research Assistant

BAND: 5

REPORTS TO: Principal Investigator

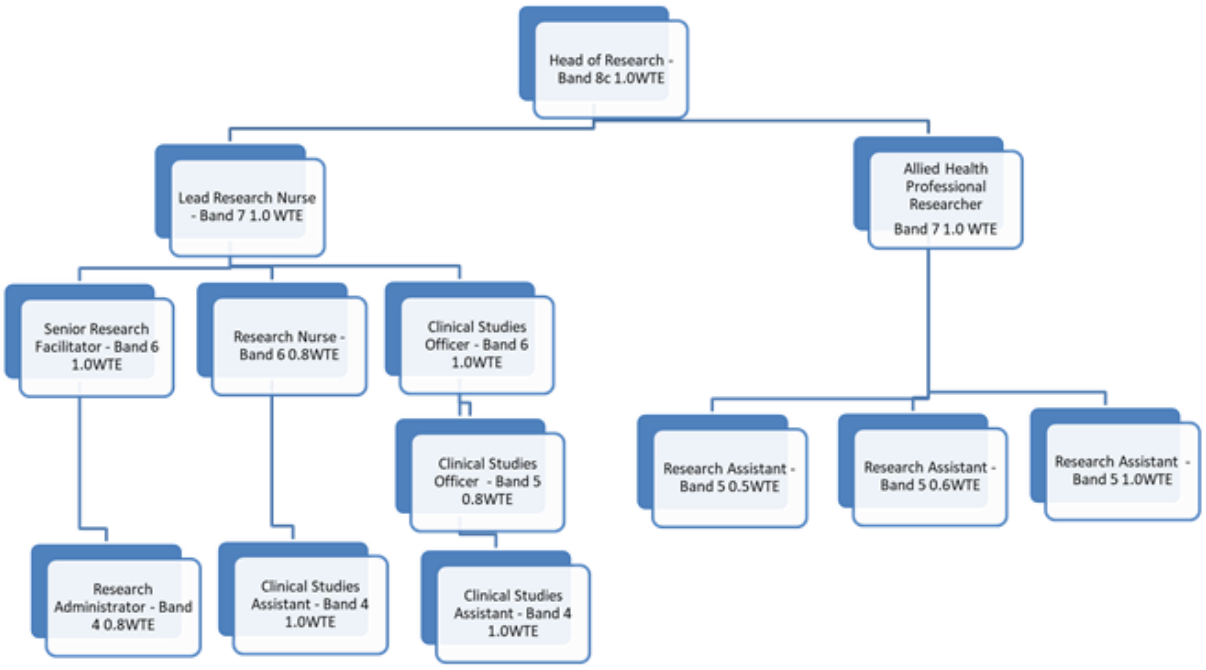
BASE: Research Department, Caludon Centre, Coventry

JOB SUMMARY

As part of the Research Department, the post holder will predominantly run a specific research project, and all activities associated with that trial from beginning to end. They will also be expected to support other Portfolio studies as required.

Falling within the Clinical Research Network West Midlands area, CWPT covers a wide geographical area and the post holder will be expected to carry out clinical and non-clinical study activities related to the advertised project that they are working on across this area, and other studies as required. They will be based within the CWPT Research Department and be fully integrated into the team. They will have regular contact with the study teams running trials. The post holder will be expected to liaise with clinicians within the Trust to support the recruitment of participants. The role may also involve travel to other Trusts in the region.

ORGANISATIONAL CHART



MAIN RESPONSIBILITIES OF THE POST

- To support the set-up, delivery, analysis and outcomes of the advertised study.
- To develop effective contacts with relevant stakeholders.
- To ensure service users / carers are provided with written information relevant to the study and are given the opportunity to discuss the research or clinical trial adequately at the outset and during the course of the research or clinical trial in which they are being asked to participate.
- To assist clinicians in taking consent from service users.
- To provide information/reports on recruitment as requested by the Principal Investigator at CWPT and the central study management team if the advertised project is led by an external research group.
- To identify clinicians to support the recruitment of participants to trials.
- To make regular contact with clinicians supporting trials to increase recruitment.
- To work at all times according to International Conference on Harmonisation Good Clinical Practice Guideline (ICH GCP).
- To attend all Trust mandatory training annually and adhere to Trust policies at all times.
- To attend any additional training to support the role, such as Trust databases.
- To ensure that any data collection and information governance is conducted according to specific research protocols (in liaison with the research teams) and

adheres to the Data Protection Act 2018 and according to Good Clinical Practice guidelines.

- To administer standardised outcome measures and extract data from patient notes for quantitative analysis.
- To maintain accurate service user trial documentation, complete Case Report Forms, including the use of electronic data capture systems and ensure relevant information is recorded in service users' medical notes.
- To coordinate all study activities in accordance with the research protocols.
- To attend and support service users in the clinical environment for monitoring, assessment and follow up as part of research projects.
- To record and report any Adverse Events and Serious Adverse Events according to trial protocols and local procedures.
- To attend project management group meetings as required.
- To maintain the highest standards of record keeping and report writing.
- To prepare test materials and visual aids as required.
- To liaise with service users and clinical staff in order to provide them with an understanding of clinical research ethics in practice.

The post holder will be a member of the CWPT Research team. They will be supported by the Head of Research within the Department and have professional links to other senior Trust staff.

The post holder will require excellent communication, organisational and time management skills.

Communication

Internally, the post holder will communicate regularly with the Principal Investigator, the central project study teams, and multi-disciplinary teams across the Trust. The post holder will also be required to communicate effectively with service users and research participants. They will have the ability to speak to groups or individuals and explain processes in a clear and concise manner, and to write in a clear and grammatically accurate way. They will be responsible for the recording of notes in line with CWPT and external sites' record keeping policies. Much of this communication will be highly sensitive because of the nature of the work. As such it will need to be undertaken with great care and confidentiality.

Externally, they will communicate with other applicable study sites and study teams.

All methods of communication will be used.

Analytical and Judgemental Skills/ Freedom to Act

They will ensure that consent to intervention or assessment is sought in a manner that is meaningful to the service user and will identify and provide access to appropriate interventions and emotional support for the service user where necessary.

The post holder will be required to monitor study performance against pro-rata targets and to make judgements about how to coordinate effectively the collection of data across the Trust in a timely and safe manner.

The post holder will need to be 'research literate', and will be capable of reading, interpreting and explaining research study designs and results to others, including staff and potential research participants.

Planning and Organisational Skills

The post holder will need to undertake extensive planning and project management in respect of the advertised study, from beginning to end, and other portfolio studies. They will coordinate and liaise with departments and members of research teams to affect the smooth running of studies. They will coordinate the collection of data in a timely and safe manner, whilst having the capacity for patience and tolerance, particularly when working under pressure to deliver to time and target.
They will have a proactive approach to following Trust and Team objectives and engagement in sharing best practice across the department.

The post holder will monitor patient recruitment to studies, identify areas of low patient recruitment, and take a lead role in identifying barriers to recruitment, and how to overcome these barriers.

Physical Skills

The post holder must be able to undertake desk-based work, for which normal office skills are needed. They must also be mobile and able to undertake MAPA training.

Responsibility for Patients/Clients

The post holder will be responsible for adhering to their professional code of conduct and ICH Good Clinical Practice guidelines in relation to their practice.

Policy and Service Responsibilities

The post holder will be responsible for ensuring contemporaneous compliance with trust mandatory training for themselves.

Responsibility for Financial and Physical Resources

The post holder will need to manage their own travel expenses claims.

Responsibility for Staff

The post holder will not be responsible for other staff.

Responsibility for Information

The post holder will be expected to be fully compliant with the Trust Information Governance policy.

They will manage clinical and non-clinical risks within their work on the study.

Research and Development

The post will be based in the Research Department and is wholly concerned with research. The post holder will take every reasonable opportunity to maintain and improve professional knowledge and competence.

Physical Effort

The post holder will be expected to work across multiple sites (including patient's homes as required), and must be capable of travelling between these.

Mental Effort

The post holder will be expected to attend to detail and to demonstrate a high degree of vigilance.

The post holder must be able to work under ever changing deadlines and within the constraints of the Trust and other stakeholder agencies. They must always conduct themselves in a professional manner when communicating with key stakeholders.

Emotional Effort

The post holder must be able to adapt, be flexible and responsive, whilst maintaining a confident approach to changing environments and circumstances.

Working Conditions

The post holder will need to follow the Trust Lone Working Policy at all times.

The post requires excellent administrative and organisational skills, and the post holder must be able to work with Trust information systems.

It is unlikely that they will be required to deal with aggressive or threatening patients.

OTHER DUTIES

1. The post holder will be required to use a computer, either a standalone or as part of a networked system and will be responsible for the quality of information. The amount of time spent on this type of work will depend on the job.

2. The Trust embraces the principles of Improving Working Lives and all staff will be required to adhere to the standards laid down in this initiative.

3. The post holder will be required to take part in an annual performance appraisal, where this job description will be reviewed, and objectives set.

4. The Trust has a No Smoking Policy that prohibits any smoking whilst at work.

5. To follow and adhere to the Trust's Health and Safety Policies and instructions and be responsible for your own and others health and safety in the work place.

6. The post holder is expected to contribute to the creation of a working environment where everyone feels respected, valued and treated with dignity.

This job description is not exhaustive and may be amended in consultation with the post holder. It should be reviewed whenever major changes have been agreed to the post and should be reviewed as part of the annual appraisal process to ensure it remains an accurate reflection of the duties and responsibilities undertaken by the post holder.

Safeguarding Children and Adults

All Trust staff have a responsibility to ensure the safeguarding of children, young people and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults boards' policies and procedures and inter-agency guidance as identified in the Trust's Safeguarding policies and procedures.

Confidentiality

Personal information and many of the duties of this post are of a confidential nature and disciplinary action will be taken if confidential information is divulged to inappropriate persons.

Data Protection Act

All staff are reminded of their duties and responsibilities as employees under the Data Protection Act 2018 and in particular to ensure that Personal Data is not negligently or unlawfully handled or disclosed to unauthorised persons.

Infection Control

As an employee of Coventry and Warwickshire Partnership Trust you are responsible for protecting yourself and others against the risk of acquiring a Healthcare Associated Infection. All staff, clinical or non-clinical are expected to comply with infection control policies and procedures. You will attend the mandatory infection control training and updates as required by the Trust.

Environmental Issues

The Trust is committed to reducing its impact on the environment by preventing pollution, continually improving it environmental performance which increases the wellbeing of staff and patients. As a member of staff you are expected to adhere to policies to assist the Trust in meeting its environmental and sustainability targets.

Post holder's Signature Date:

Post holder's Name:

Manager's Signature Date:

Manager's Name:

Person Specification

JOB TITLE: Research Assistant

	HOW MEASURED A (Application form) I (Interview)	WEIGHTING 1 - Low 2 - Medium 3 - High
Demonstrable ability to meet the Trust's Values 	A/I	3

QUALIFICATIONS	• Educated to 2/1 or above degree level in health related subject (e.g. psychology, health sciences or similar) or equivalent health / social care research experience • Provide evidence of continuous professional development, documented within CPD portfolio	A A	3 3
KNOWLEDGE & SKLLS	• A sound knowledge of the research governance process • Ability to write clear and concise reports • Advanced communication. • Ability to work effectively as part of the multi-disciplinary team • Effective decision-making skills • Skills in project management and experience of presenting information to colleagues • Ability to prioritise, meet deadlines • Excellent attention to detail • Ability to work under own initiative and independently outside the research team without direct supervision • Ability to engage service users, carers, health professionals and community members	A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I	3 3 3 3 3 3 3 3 3 3
EXPERIENCE	▪ Research experience in mental health or health ▪ Evidence of involvement in clinical and research governance ▪ Experience of administrative work including data management ▪ Experience of taking assessments facilitating focus groups, conducting interviews ▪ Experience of extracting and coding data from clinical case notes	A/I A/I A/I A/I A/I	3 3 2 3 2
PERSONAL ATTRIBUTES (*Demonstrable*)	• Motivated to personal and professional development of self • Demonstrates flexibility and adaptability • Can demonstrate assertiveness, tact and diplomacy appropriately • Calm under pressure • Willingness to complete appropriate development programme • Numerate and literate with good IT skills competent in standard PC packages, including SPSS and NVivo	A/I A/I A/I A/I A/I A/I	3 3 3 2 2 3