King's College Hospital NHS Foundation Trust

**JOB DESCRIPTION**

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| **Job Title** | : | Specialist Haematology Research Nurse in Haemato-Oncology |
| **Department** | : | Haematology Research |
| **Care Group / Directorate** | : | Haematology Research |
| **Band / Grade** | : | 7 |
| **Responsible to** | : | Operational Research Manager |
| **Accountable to** | : | Operational Research Manager/ Lead Clinical Nurse Specialist |
| **Number of direct reports** | : | 2 |
| **Budgetary Responsibility** | : | Operational Research Manager |
| **Location** | : | Denmark Hill / PRUH |

King's College Hospital NHS Foundation Trust is one of the UK's largest and busiest teaching Trusts with a turnover of £1 billion, 1.5 million patient contacts a year and around 15,000 staff based across 5 main sites in South East London. The Trust provides a full range of local hospital services across its different sites, and specialist services from King's College Hospital (KCH) sites at Denmark Hill in Camberwell and at the Princess Royal University Hospital (PRUH) site in Bromley.

King's is committed to delivering Sustainable Healthcare for All via our Green Plan. In line with national Greener NHS ambitions, we have set net zero carbon targets of 2040 for our NHS Carbon Footprint and 2045 for our NHS Carbon Footprint Plus.

Our values at King's, are that we're a kind, respectful team;
Kind. We show compassion and understanding and bring a positive attitude to our work
Respectful. We promote equality, are inclusive and honest, speaking up when needed
Team. We support each other, communicate openly, and are reassuringly professional

The trust-wide strategy Strong Roots, Global Reach is our Vision to be BOLD, Brilliant people, Outstanding care, Leaders in Research, Innovation and Education, Diversity, Equality and Inclusion (EDI) at the heart of everything we do. By being person-centred, digitally-enabled, and focused on sustainability, we can take Team King's to another level

King's is dedicated to embracing the broad diversity of our staff, patients and communities and stand firmly against all forms of prejudice and discrimination. This includes, but is not limited to, racism, ableism, homophobia, biphobia, transphobia, sexism, ageism, religious discrimination, and any other prejudiced behaviour that undermines the rights, wellbeing and identity of our staff, and patients.

As part of our commitment to EDI, we have five staff network groups that represent and advocate for staff:

## Job Summary

The post holder will have responsibility for leading a team which will be delivering important haemato-oncology trials, specifically covering the Myeloid and Transplantation portfolios. In conjunction with a Senior Clinical Trials Coordinator. The post holder will need to be able to work autonomously including close monitoring and coordination of trial protocols and ensuring trial governance and patient safety are prioritised. The post holder will be expected to lead overall study coordination, carry out feasibility reviews for new studies and contribute to trial costing and trial budgetary management. The post holder will be a key member of the research team and contribute to the development of the service. In conjunction with the clinical team, the post holder will ensure that patients and their families are fully informed and supported by providing clinical and social support along with advising and supporting patients in relation to the research study, monitor patients' physical and emotional wellbeing, and report and act on any untoward side effects.

As a Trial Lead the post holder will need to attend clinic, wards and multi-disciplinary meetings to identify patients suitable for entry into trials. Given the nature of the studies, and the complexities involved, the post will require an ability to co-ordinate and liaise with all members of the Haematology department, including both the in- and outpatient clinical service and additional support services such as stem cell laboratories and apheresis units.

Ensuring that all patients are fully informed and can give informed consent along with participating in obtaining informed consent from patients, advising and supporting patients in relation to the research study, monitor patients' physical and emotional wellbeing, and report and act on any untoward side effects.

## Key Working Relationships

- Senior Clinical Research Practitioners/Research nurses
- Haematology Clinicians / Research fellow  Kings Health Partners Clinical Trials Office  Research & Development team.
- Clinical Nurse Specialists
- Multidisciplinary Team
- General Practitioner
- Pharmaceutical Sponsors
- Academic / University Sponsors
- Clinical Research Associates/Set up Specialist

## Organisation Structure Chart

R & I Lead (haematology)

Operational research Manager

Specialist Haematology Research Nurse

## Main Duties and Responsibilities

### Clinical Responsibilities

- The post holder will be expected to work autonomously to manage an appropriate portfolio of studies, ensuring trial protocols and governance are strictly adhered to and ensuring a duty of care to the patient and their families.
- Ensure trials are managed within current UK clinical trial directives and regulations in accordance with ICH GCP (International Conference on Harmonisation and Good Clinical Practice) ensuring that the clinical trial protocol is adhered to at all times.
- Assist the identification of patients suitable for entry into clinical trials by attending clinics (screening notes/consultant referral) and Multidisciplinary Team (MDT) meetings and liaising with the clinical team..
- Participate in the informed consent process acting as a resource and support to patients and their families
- Be responsible for coordinating the research patient pathway from screening through to trial closure
- Assist in overseeing / supporting the administration of trial drugs (commensurate with education and training), being aware of and / or ensuring the reporting of any side effects as outlined in the protocol and or Trust guidelines, in association with local nursing teams and medical staff.
- Responsible for the maintenance of adequate patient records and ensuring all relevant information is documented in the patient's medical and nursing notes.
- Responsible for accurate, timely and regular completion of Clinical Report Forms (CRFs).
- Responsible for the collection, co-ordination and computerisation of data generated from the clinical trials.
- To accept responsibility for own patient caseload, ensuring all patients have an accurate plan of care, which reflects the assessment undertaken and incorporates the issues and recommendations made ensuring clear documentation in the patient's records and hand held records
- To be actively involved in in-patient care, liaising with ward staff to ensure high quality nursing care, and where appropriate liaise directly with Clinical Nurse Specialists within the wider haemato-oncology service at King's College Hospital.
- To follow-up patients in the outpatient setting and as appropriate and ensure all relevant information is available to enable patients to make an informed choice about their treatment
- To assist clinicians and managers to ensure patients are navigated through their research pathway.
- If required to work clinically, or to perform clinical activities, e.g. taking and recording physiological observations, phlebotomy care of patients with Central Venous Access lines etc, to ensure that your knowledge

and skills are up-to-date and evidence-based, and that you possess the required clinical competence for that part of the role. If necessary you will seek and obtain the necessary training for that part of the role. To ensure clinical safety in preparation of specialist substances.

- Identify strategies for recruiting patients to clinical trials and support less experienced team members to implement those strategies
- Act as a role model for excellence in haematology based research.

**Portfolio Management and Development**

- Responsible for reviewing trial protocols and identifying resource implications for the site.
- Liaise with the medical team/sponsor organisation and be responsible for co-ordinating the on-study treatment and follow up of patient.
- Liaise with Clinical Trial Set Up staff to assist in the set-up of trials on site.
- Assist in completing submissions to Research & Development departments of relevant sites.
- Process amendments and disseminate information to relevant departments.
- Supervise the research team to ensure the robust collation of data generated from clinical trials.
- Co-ordinate the arrangements required for patients undergoing specialist investigation, prior to and during treatment and care, in accordance with protocol guidelines thereby ensuring the safety of the patient
- Responsible for ensuring accrual data is reported to the Sponsors as required and that relevant information is recorded and made available to allow invoices to be raised for payments where / when appropriate.
- Build strong professional relationships with other departments in order to promote a good working environment.
- Educate appropriate medical and nursing personnel and departments of portfolio of clinical trials.
- Participate in the presentation of research findings within the Trust and attend meetings and conferences as appropriate ensuring that you are fully conversant with current issues both within the Trust and within the specialist services locally and nationally
- Report adverse incidents and near misses in line with Trust policy.
- Maintain a dialogue of progress with the Clinical Trials Manager, Lead Trial consultant and Lead investigator.
- Attend monthly portfolio performance review meetings: identify and act on issues.
- Provide cover when necessary for annual leave, study leave, sick leave
- Contribute to yearly business planning to ensure the research team is properly structured and resourced at all times.

**Staff Management and Leadership**

- Provide leadership and support to staff within designated areas ensuring that they are managed in line with Trust policies.
- Assist the Clinical Trials Manager in the recruitment and selection, of junior staff including Clinical Trial Coordinators
- Ensure compliance with all relevant Trust policies and standing financial instructions.
- Assess resource availability and take timely action to minimise the impact of any staff shortage on service delivery.
- Ensure that all staff are informed of the Trial Unit and where appropriate Division's objectives and performance targets and are aware of the importance of their contribution to deliver them.

**Personal and Professional Development**

- The post holder will take a lead in service development for the research team, directorate and the Trust.  Develop and implement the key worker concept within the Research Team.
- Develop and implement strategies to maintain and increase the level of patient recruitment into haematology clinical trials within KCH.
- Maintain the high profile of KCH in line with the Haematology strategy
- Innovate and contribute to the development of Network wide clinical and research policies and procedures and actively contribute to any relevant initiative within the care group
- Work with the Clinical Trials Manager in ensuring that the Trust is meeting the accrual targets for both noncommercial and commercial trials and to take action to address any shortfalls.
- Responsible for implementing and where appropriate developing strategies and systems for quality assurance
- Attend the training programmes and other relevant education and training days as agreed within the post holders personal development plan.
- Attend investigator meetings and conferences when required.
- Take personal responsibility for own professional growth and keep up to date with professional development and research.
- Prepare posters/research papers for meetings, conferences and publications.
- Represent the research team at local and national forums.
- Mentor and support other members of the team.
- Participate in clinical supervision as both supervisor and supervisee in accordance with the NMC guidelines.
- Undertake performance review at regular intervals and an annual appraisal to identify personal objectives and development needs.
- Manage and ensure adherence to trust policies throughout the team.
- Ensure continued effective registration with the NMC and be aware of NMC Code of Professional Conduct. Be accountable for their practice. To work within the NMC Scope of Professional Practice and ensure competency to undertake duties as allocated.

## People Management and Performance

- Lead, coach and manage the performance of the team in line with good people management practices. Ensuring excellence is recognised and underperformance is addressed.

- Participate in regular performance appraisal meetings and ensure each member of the team has a clear set of objectives and development plans.

- Ensure the team is compliance with all statutory, mandatory training together with any professional training requirements, ensuring they are up to date and fully compliant.

- Manage team absences including sickness in line with Trust policy ensuring the appropriate return to work meetings occur, e-roster is updated and productivity is at keep to the highest possible level.

- Identify and fill any vacancies that arise within the team in line with the Trust's recruitment policy and process.

- Identify talent and support the internal talent management process in order attract and retain and succession plan for your people.

- Review skills mix at regular intervals in order to identify any potential opportunities to maximise resource utilisation / allocation, ensuring job descriptions are kept up to date.

- Ensure overall wellbeing of the team is maintained. Continuously support in improving the morale of the team and implementing a culture of zero-tolerance for bullying and harassment.

**General**

- The post holder has a general duty of care for their own health, safety and wellbeing and that of work colleagues, visitors and patients within the hospital, in addition to any specific risk management or clinical governance accountabilities associated with this post.

- To observe the rules, policies, procedures and standards of King's College Hospital NHS Foundation Trust together with all relevant statutory and professional obligations.

- We want to be an organisation where everyone shares a commitment to delivering the very best care and feels like their contribution is valuable and valued.

- At King's we are a kind, respectful team:

  **Kind**. We show compassion and understanding and bring a positive attitude to our work

  **Respectful**. We promote equality, are inclusive and honest, speaking up when needed

  **Team**. We support each other, communicate openly, and are reassuringly professional

- To observe and maintain strict confidentiality of personal information relating to patients and staff.

- To be responsible, with management support, for their own personal development and to actively contribute to the development of colleagues.

- This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.

- All employees must hold an 'nhs.net' email account which will be the Trust's formal route for email communication.

- Everyone is responsible for promoting inclusion no matter their role or team. At King's, we want to create an environment where everyone feels valued, respected and welcomed

**Safe Guarding**

The Trust takes the issues of Safeguarding Children, Adults and addressing Domestic Abuse very seriously. All employees have a responsibility to support the organisation in our duties by;

- attending mandatory training on safeguarding children and adults

- familiarising themselves with the Trust's processes for reporting concerns

- reporting any safeguarding child or adult concerns appropriately

**Infection Control Statement**

The post holder has an important responsibility for and contribution to infection control and must be familiar with the infection control and hygiene procedures and requirements when in clinical areas.

The post holder has an important responsibility for and contribution to make to infection control and must be familiar with the infection control and hygiene requirements of this role.

These requirements are set out in the National Code of Practice on Infection Control and in local policies and procedures which will be made clear during your induction and subsequent refresher training. These standards must be strictly complied with at all times.

King's College Hospital NHS Foundation Trust

# PERSON SPECIFICATION

## Specialist Haematology Research Nurse – Band 7

| | Essential | Desirable |
|---|---|---|
| **Education and Qualifications** | | |
| NMC Level One Registration – RN Adult)<br>Evidence of continuous personal, professional and academic development | X | |
| GCP qualification | X | |
| ILS trained | X | |
| Chemotherapy trained | | X |
| **Knowledge and Experience** | | |
| Substantial experience within the oncology/research/haematology setting | X | |
| Knowledge and experience of handling complex relationship | X | |
| Managerial/team leader experience | X | |
| Experience of mentoring and developing | X | |
| Experience of costing trials and budget management | | X |
| **Skills and Competencies** | | |
| Understanding of Regulatory requirements pertaining to trials | X | |
| Excellent communication and interpersonal skills | X | |
| Excellent IT skills in the following areas | X | |
| Ability to work autonomously and as a member of a small team, as well as part of the wider multidisciplinary team | X | |
| Ability to work across boundaries, integrating with multidisciplinary staff in relation to research trials. | X | |
| Report writing and presentational skills | | X |
| Knowledge of project management methodology | X | |