

MEDICINES EVALUATION UNIT
JOB DESCRIPTION

Job Title: **Locum Research Nurse**

Reports To: **Clinical Unit Manager**

Hours of Work: **Bank Post**

Job Purpose:

1. To assist with routine care of volunteers / patients undertaking studies in the Unit.
2. To assist with medical examination of volunteers / patients.
3. To monitor volunteers / patients and perform tests / measurements as required during clinical trials.
4. To assist with housekeeping in Research Unit.
5. To assist with planning and preparation of clinical trials.
6. To assist with overall running of Research Unit.

Specific Duties:

1. Responsibility for patients / volunteers

- a) To supervise volunteers / patients who are staying (either during the day or overnight) in the Research Unit and encourage study compliance.
- b) To carry out observations / measurements on volunteers / patients in the Unit and make appropriate records.
- c) To monitor and observe for any adverse events and report to Nurse / physician in charge.
- d) To provide emergency care for volunteers (ie resuscitation) should they require it.
- e) To assist with general welfare of patients / volunteers when resident within the unit.

2. Assistance with routine medical examinations.

- a) To assist in initial screening (inc history taking) of patients / volunteers for clinical trials.
- b) To perform routine measurements; ie weight, height, B/P, peak flow, spirometry and urinalysis,
- c) To assist with record keeping / data entry (on forms or computer as applicable) of patient / volunteer panel.

3. Assistance with conduct of studies.

- a) Perform observations / measurements (and record data) on patients / volunteers.
- b) Assist with collection of samples (eg blood, urine etc) and their subsequent handling and storage (eg centrifuge, pipetting, freezing).
- c) Supervision of volunteers / patients in the Unit when senior nurse / physician are not present.
- d) Keep timing records of procedures (eg blood sampling).
- e) Collection and processing of data of patient / volunteer visits in case record forms / patient files.

4. Housekeeping.

- a) Assist with general upkeep of Unit, including stock checks of medical supplies, ward drugs, emergency equipment.
- b) Be responsible for linen change.
- c) Order meals according to the specific protocol.

5. Assistance with planning and preparation of studies.

- a) Preparation of sample tubes / labels.
- b) Preparation / calibration of equipment.
- c) Assist senior nurse with ordering of supplies / disposables for studies.

6. Assist with overall running of Research Unit.

- a) Assist with clerical duties where necessary (eg letters to patients / volunteers, photocopying).b)
- b) To help maintain equipment within the Unit and provide regular checks / calibrations as appropriate.
- c) To assist with other duties with regard to clinical trials as they arise.

HEALTH AND SAFETY

- a) Take care of own safety and others who may be affected by their actions or omissions.
- b) Adhere to Trust and Departmental Health and Safety policies and use any equipment or personal protective equipment provided to ensure safety.
- c) Co-operate with their managers to maintain safe systems and safe workplaces.
- d) Report any accidents/incidents or ill health failings in premises and equipment or personnel protective equipment.
- e) Not interfere with any equipment provided to ensure Health & Safety.
- f) Not attempt to carry out tasks or repairs beyond their competence.
- g) Failure to adhere to the above may result in disciplinary action.

This role specification indicates the main functions and responsibilities of the post and is subject to regular review and amendment.