

Medicines Evaluation Unit

Job Description



Job Title:	Research Nurse
Reports To:	Clinical Nurse Manager
Hours of work:	37.5 hours

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 adhering to the protocol and in accordance with Good Clinical Practice.
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.
7. To work as a study nurse and have broad knowledge of all ongoing studies.

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 ensuring procedures are carried out on time and documentation is performed
- 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/screening visits.

- a) To act as chaperone if required during medical examinations.
- b) To carry out initial screening visits (inc history taking) of patients/volunteers for clinical trials.
- c) To perform routine measurements; ie weight, height, B/P, peak flow, spirometry and urinalysis,
- d) To accurately record patient data (on forms or computer as applicable).

3. Assistance with conduct of studies.

- a) To work as study nurse on study teams and have overall knowledge of all ongoing studies.
- b) To assist the study lead with the organisation of the trials.
- c) Perform observations / measurements on patients / volunteers.
- d) Assist with collection of samples (eg blood, urine etc) and their subsequent handling and storage (eg centrifuge, pipetting, freezing).
- e) Supervision of volunteers / patients in the Unit when senior nurse / physician are not present.
- f) Keep accurate records of procedures on source data sheets and when transcribing to CRF/eCRF
- g) Assist with dosing procedures

h) Assist with informed consent procedure

5. Planning and preparation of studies.

- a) Preparation of sample tubes / labels.
- b) Preparation / calibration of equipment.
- c) Prepare for forthcoming visits, ie CRFs, notes, source data packs, blood kits etc
- d) Assist senior nurses/study leads with monitoring and ordering of supplies for studies.
- e) Assist recruitment with selection of patients for clinical trials.

4. Assist with overall running of Research Unit.

- a) Assist with general upkeep of Unit, including stock checks of medical supplies, ward drugs, emergency equipment.
- b) Supervision of junior staff eg Clinical Trial Assistants to ensure housekeeping duties are fulfilled.
- c) To carry out housekeeping duties as and when necessary eg ordering of meals/linen.
- d) Assist with clerical duties where necessary (eg letters to patients / volunteers, photocopying).
- e) To assist with other duties with regard to clinical trials as they arise.

8. Responsibility of adherence to EU and UK Clinical Trials legislation and ICH GCP

- a) Maintain personal training record
- b) Attend training sessions as appropriate
- c) Perform role in accordance with company policies and Standard Operating Procedures.

HEALTH AND SAFETY

- 1. Take care of own safety and others who may be affected by their actions or omissions.
- 2. Adhere to Trust and Departmental Health and Safety policies and use any equipment or personal protective equipment provided to ensure safety.
- 3. Co-operate with their managers to maintain safe systems and safe workplaces.
- 4. Report any accidents/incidents or ill health failings in premises and equipment or personnel protective equipment.
- 5. Not interfere with any equipment provided to ensure Health & Safety.
- 6. Not attempt to carry out tasks or repairs beyond their competence.
- 7. 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.

Signature of employee _____ Date ___/___/___

Management Team _____ Date ___/___/___