

## Research Coordinator at MMP Research

<b>JOB TITLE:</b>	Research Coordinator
<b>LOCATION:</b>	Monkfield Medical practice, Sackville House, Cambourne, with occasional visits to other meridian PCN practices. Possibility of some work from home.
<b>HOURS:</b>	22.5 hours per week for 12 months
<b>SALARY:</b>	£37,338 per annum pro rata (offer is for 0.6 FTE)
<b>CONTRACT:</b>	Tied to PCN Cluster contract – 12 months
<b>REPORTING TO:</b>	Research lead/GP partner, relevant Principle Investigators, research co-ordinator
<b>KEY RELATIONSHIPS:</b>	MMP research team, MMP practice staff, MMP patients, Meridian PCN management, Meridian PCN practices research leads and research administrators

### MMP Research

Monkfield Medical Practice (MMP) is a friendly, modern, forward thinking GP surgery providing primary healthcare to Cambourne. The current patient population is 13,884 and we welcome the growth in our local community. The research group (MMP Research) is a small and growing team of research lead/GP Partner (Dr Modi, also a researcher at the Primary Care Unit, University of Cambridge), a research administrator, research nurse and research coordinator along with a Health Care Assistant and other clinicians who assist with research.

MMP Research leads Meridian PCN by recruiting participants from their practices with a catchment population of 53,000 across the West and South of Cambridge. We work closely and positively with Meridian PCN to deliver a range of novel services and pilot programmes, including testing new technology and applications, which highlights our passion for research and discovery.

We are committed to delivering high quality care, and awareness of research amongst staff is central to this. It is a core objective of the practice and we are seeking someone to help us grow and perform.

### Job summary

This is a one year post to build up a research organisation and create a thriving business. It is an opportunity for you to join a dynamic and growing research organisation with ambitions for becoming a nationally and internationally reputable site to deliver commercial and non-commercial research. You will be involved in making decisions, leading projects and strategy with the research lead/GP partner, and contributing your ideas for growth within a small,

creative and hard-working team. You will also be encouraged to develop and train your skills for research and leadership.

As a research coordinator, you will be instrumental in overseeing the entire research process – from attracting studies, ensuring we are capable of delivering, and being responsible for delivery and dissemination. You will monitor and improve quality and lead a team in achieving this. You will communicate with the practice team, study teams and patients to ensure smooth administrative running, and help in deciding on studies and the organisational strategy. You will also communicate externally and with sponsors to attract studies and work on our public relations. In this role you will find autonomy and control as well as a close supportive team. We serve a diverse community and we encourage applications from people from underrepresented groups in research.

## Other benefits

You will be part of a friendly, diverse and long-standing staff team in a high performing practice. We welcome suggestions and improvements via monthly open forums and believe that quality starts from the grass roots up.

We are based in the middle of Cambourne with supermarkets and other shops locally, and free parking. We have Summer and Winter socials and monthly half-day protected education sessions. You will have five weeks of annual leave and one week of study leave pro-rata, with a study budget.

You will benefit from supervision and training both through support for relevant courses, and through mentorship with an experienced research team, to include Dr Modi who is a senior researcher in the University of Cambridge. You will join a team who have won multiple awards and been the fastest growing research practice in the region.

Flexible work is encouraged and there are opportunities to undertake some work from home.

## How to apply

Please submit an application by emailing a concise CV and covering letter to GP partner and research lead, Rakesh Modi ([rakesh.modi@nhs.net](mailto:rakesh.modi@nhs.net)). We are happy to arrange informal enquiries and visits.

# Research Coordinator at MMP Research

## MMP Research

Dr Rakesh Modi (GP Partner, Research Lead, and researcher at the Primary Care Unit, University of Cambridge) founded research at the practice in July 2023 with assistance from Ms Katie Bartlett (Research Administrator). With their experience, networks and dedication, they set up operations and delivered the most studies of any new research practice in the region, delivering 15 non-commercial studies to time and target within 18 months. This has led to awards, grants and strong relationships with other local practices.

Most recently, they have become the hub of a hub-and-spoke model for Meridian PCN, aiming to recruit from the other practices: Bourn, Comberton, Harston, Roysia and Orchard. This distributed geography across the west and south of Cambridge has an exciting mix of rural, urban, socio-economic and minority ethnic communities, who are both keen and needed to participate in research. We have a strong ethos for diversity, equity and inclusion in our research and this is supported by Dr Modi founding and chairing the inequalities research network at the University of Cambridge.

We work closely with the Regional Research Development Network (RRDN) East of England, who have been instrumental in guidance and assistance.

Our plans now are to operationalise our hub-and-spoke model, attract and undertake commercial studies, set up smooth, reliable and feasible systems for the organisation's research, and expand our research business. We plan to continue to expand in line with our and the NHS' aim for more primary care commercial research. We aim for this to help us improve and protect the wellbeing of Cambs.

Your role will be funded by the PCN cluster contract for 1 year, and employment will be tied to the existence of the role within the PCN cluster contract. This contract allows for the employment of a research administrator, research nurse and a research co-ordinator (the latter for one year).

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studies and work on our public relations. In this role you will find autonomy and control as well as a close supportive team.

With three days of work at the practice, or flexible working of these hours, and occasional visits to other local sites to support and assess them, you will be embedded in a friendly research and practice team in the convenient location of Cambourne. Some aspects of the work can be undertaken remotely at home with prior agreement with the research lead. With weekly meetings and easy access to the research lead, you will be supported in being embedded within a strong team culture.

The role will be reviewed along with achievements to include finances to decide on any subsequent contract.

## Key responsibilities

- Undertaking research nurse activities before, during and after studies to include:
  - Coordinate and oversee clinical research studies in line with Good Clinical Practice (GCP) guidelines and the study protocol
  - Oversee research delivery of practices
  - Attract research, particularly commercial studies, and ready MMP research to be able to deliver this along with the research lead
  - Ensure that the business is financially sound and growing, using cost-benefit analyses and creative problem solving
  - Liaise with the research team, GPs, practice staff, research sponsors, patients/participants, carers/advocates where appropriate, and ethics committees to facilitate smooth study conduct
  - Maintain up-to-date knowledge of relevant research regulations, policies, and best practices to include GCP
  - Educate and inform patients about research opportunities and procedures.
  - Contribute to the preparation and dissemination of research reports, presentations and publications where appropriate
  - Work on MMP research and PCN public relations to improve attractiveness and prominence of research in the communities and research world
  - Lead audit and quality improvement to continuously monitor and improve performance of MMP research
  - Identify relevant studies and escalate for discussion
  - Contribute to the selection process of studies at weekly research meetings advising on safety and logistics.
  - Chair the practice and PCN research meetings when the research lead is absent
  - Communicate regularly, engagingly and clearly to the research lead, research team and, where required, Meridian practice staff and patients.
  - Assist with feasibility checks where needed and help to fill in Expressions of Interest for studies if required
  - Attend training for studies and fill in appropriate paperwork
  - Where needed, undertake searches of SystemOne or other GP systems (training can be provided) for eligible patients and if able, screen their notes for eligibility
  - Ensuring mandatory training is up to date to include GCP

- Check and respond to issues, where escalated to you, with the research equipment to include the fridges and freezers for research. This will include checking stock dates, sharing this with the health care assistant/phlebotomist
- Assisting the research lead with ad hoc requests where relevant
- Occasional visits, where other staff are deemed unsuitable, to assist or assess PCN practice sites, and to undertake outreach study delivery to improve access to research
- Attend research meetings in the practice, PCN and beyond where relevant
- Escalate any safety concerns or incidents related to research, or the practice if relevant
- Any other duties as required in keeping with a post of this nature and as the organisation matures
- Assisting in growing and consolidating MMP research to ensure expansion, business growth, financial health and smooth running.
- To ensure good public relations and relationships with sponsors to help attract studies
- Complying and upholding good research and corporate governance where applicable
- Being responsible as any staff member, for safeguarding, its policies and training.
- Ensuring consistently high standards of patient/participant service is delivered with high satisfaction
- Upholding our values and statement and undertake to avoid any reputational harm to MMP or MMP research
- Upholding statutory and NHS principles on data governance, ethics and equity, diversity and inclusion.

## MMP's Mission Statement

Improving and protecting the wellbeing of Cambourne.

## MMP's Core values

- Openness
- Honesty
- Fairness
- Respect
- Responsibility
- Approachability

## Person specification

Criterion	Essential	Desirable
Commitment to MMP values, policies and NHS and statutory policies	<p>Clear understanding and embodiment of these</p> <p>Understanding of the importance of patient confidentiality and the consequences of breaking confidentiality</p> <p>Experience of working on a confidential basis in an office environment</p>	
Training and qualifications	<p>Degree in scientific discipline or equivalent qualification or experience</p> <p>Evidence of appropriate level DBS</p> <p>GCP certificate up to date</p> <p>Evidence of up to date immunisation/proof to allow handling of samples to include varicella and MMR (see Green Book chapter 12)</p> <p>Evidence of up to date mandatory training for nurses to include adult and child safeguarding, information governance, infection control and DBS.</p>	<p>Research courses and/or qualifications at post graduate level</p> <p>Leadership or management qualifications</p> <p>Training in interpreting contractual agreements</p>
Experience and knowledge	<p>At least two years' experience in clinical research and management of this, or in research governance, NHS R&amp;D.</p> <p>Experience of being involved in delivering commercial studies</p> <p>Significant knowledge of clinical research infrastructure in the UK and related legislation and regulation</p>	<p>Experience of project management</p> <p>Experience in reviewing legal documentation</p> <p>Experience in contracts</p> <p>Experience in negotiation</p>

	<p>Experience of some autonomous practice and having been responsible for a project</p> <p>Experience of audit, quality improvement or monitoring systems</p> <p>Proficient in using MS Packages and databases</p> <p>Experience of using at least one research database or software package</p> <p>Knowledge of research methods</p>	
Communication and relationship skills	<p>Excellent written and verbal communication skills with both staff and customers/patients/participants</p> <p>Ability to remain calm, polite and professional</p> <p>Excellent team working skills</p> <p>Aptitude in leadership, management and motivation</p> <p>Ability to work accurately and methodically following verbal and written instructions</p> <p>Good at projecting a positive image, networking and able to attract stakeholders to the business</p> <p>Ability to accurately receive, record and relay information both verbally and in writing through production of documentation and data entry</p> <p>Ability to store and retrieve files from numerical, alphabetical and computerised filing</p>	<p>Good report writing skills</p> <p>Able to interpret terms of contracts and negotiate changes</p> <p>Experience of handling difficult conversations or complaints</p>
Equity, Diversity and Inclusion	Able to demonstrate a commitment to and	A particular interest in increasing diverse recruitment to studies

	understanding of the importance of treating all individuals with dignity and respect appropriate to their individual needs	
Personal attributes and qualities	<p>Ability to maintain effective working relationships with colleagues and professional relationships with patients/participants</p> <p>Positive and enthusiastic and able to transmit this to others</p> <p>Effective role model</p> <p>Demonstrates personal accountability and responsibility for their area of work to include involvement in safety reporting</p> <p>Able to work flexibly according to team or organisational demands</p> <p>Excellent attention to detail and organisational ability</p> <p>Keen to expand a business and research</p> <p>Excellent time-management skills</p> <p>Problem Solving ability</p>	Able to support other staff empathically and professionally