

Research Nurse at MMP Research: Job Advert

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| JOB TITLE: | Research Nurse |
| LOCATION: | Monkfield Medical practice, Sackville House, Cambourne, with occasional visits to other meridian PCN practices. Possibility of some work from home. |
| HOURS: | 15 hours per week (0.4 WTE) |
| SALARY: | £37,338 per annum pro rata (offer is for 0.4 FTE) |
| CONTRACT: | Tied to PCN Cluster contract – 12 monthly terms |
| REPORTING TO: | Research lead/GP partner, relevant Principle Investigators, research co-ordinator |
| KEY RELATIONSHIPS: | 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 an opportunity 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 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.

As a research nurse, you will be instrumental in the whole research delivery process, from screening patients for eligibility from studies, to administering medications; collecting and recording data and undertaking health assessments, to finalising studies. 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 be the key point of contact for participants and provide the continuity that is so important in primary care, even in research. In this role you will find autonomy and control as well as a supervision from 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). We are happy to arrange informal enquiries and visits.

Research Nurse at MMP Research: Job description

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 Camboorne.

Your role will be funded by the PCN cluster contract which is renewed annually, 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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With two days of work at the practice, or flexible working of these hours, and only 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.

Key responsibilities

- Undertaking research nurse activities before, during and after studies to include:
 - Coordinate and deliver clinical research studies in line with Good Clinical Practice (GCP) guidelines and the study protocol
 - Screen for eligibility, help recruit, consent, randomise, allocate, administer research interventions (drug or non-drug) and follow-up with health assessments (to include basic biometrics and blood/other sample tests) patients participating in research trials, ensuring ethical standards are maintained
 - Collect, record, and manage clinical data accurately and confidentially
 - Liaise with the research team, GPs, practice staff, research sponsors, patients/participants, carers/advocates where appropriate, and ethics committees to facilitate smooth study conduct
 - Monitor patient safety and report adverse events promptly according to the appropriate protocol
 - 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
 - Assist with audit and quality improvement projects related to clinical research
 - Identify relevant studies and escalate for discussion
 - Contribute to the selection process of studies at weekly research meetings advising on safety and logistics
 - Providing updates for research meetings and taking minutes where present and the research administrator is absent
 - Communicate regularly and clearly to the research lead, research team and, where required, Meridian practice staff and patients.
 - Assist the research administrators 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
 - Undertake searches of SystemOne (training can be provided) for eligible patients and screen their notes for eligibility
 - Be responsible for and ensure good uptake of RCGP surveillance studies to include swabs and serology sampling systems
 - Ensuring mandatory training is up to date to include GCP
 - Within studies, undertake health assessments to include vital signs, basic biometrics, ECGs, venepuncture, history taking, and other sample analysis to include appropriate sample handling.
 - Complete appropriate records and data collection for research to include Clinical Report Forms and data entry on appropriate research databases
 - Send off samples with appropriate storage and timeliness in line with protocols

- Administer drugs or devices for research and monitor the expected and unexpected side effects or adverse events
- Check and respond to issues, escalating where relevant, 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 and co-ordinator 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 both expanding and smooth operations
- 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 |
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| Commitment to MMP values, policies and NHS and statutory policies | <p>Demonstrates a 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>RGN qualification in adult nursing</p> <p>Current registration with the NMC with license to practice as a nurse</p> <p>Evidence of appropriate level DBS</p> <p>Training in venepuncture, standard physical assessments to include vital signs, and ECGs</p> <p>GCP certificate up to date</p> <p>Evidence of up to date immunisation/proof of immunity for being able to undertake exposure prone procedures to include hepatitis B, varicella, MMR and proof of hepatitis C and HIV status (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>RGN qualification in paediatrics</p> <p>Spirometry training</p> <p>Other more specialist assessment techniques</p> <p>Prescribing qualification</p> <p>Qualification involving research</p> |
| Experience and knowledge | At least one years' experience of role in healthcare research | Experience as a research nurse |

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| | <p>Knowledge of clinical research infrastructure in the UK and related legislation and regulation</p> <p>Proficient in using MS Packages and databases</p> <p>Basic knowledge of research methods</p> | <p>Experience of research specific IT systems</p> <p>Experience in commercial studies</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>Excellent organisational and time-management skills</p> <p>Ability to work accurately and methodically following verbal and written instructions</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>Skilled in project management</p> <p>Experience of handling difficult conversations or complaints</p> |
| Equity, Diversity and Inclusion | <p>Able to demonstrate a commitment to and understanding of the importance of treating all individuals with dignity and respect appropriate to their individual needs</p> | <p>A particular interest and evidence of increasing diverse recruitment to studies</p> |
| Personal attributes and qualities | <p>Ability to maintain effective working relationships with colleagues and professional relationships with patients/participants</p> <p>Demonstrates personal accountability and responsibility for their area of</p> | <p>Able to support other staff empathically and professionally</p> <p>Interest in expanding research operations</p> |

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| | <p>work to include safety reporting</p> <p>Ability to work to deadlines</p> <p>Able to work flexibly according to team or organisational demands</p> <p>Excellent attention to detail and organisational ability</p> <p>Problem Solving ability</p> <p>Excellent time management</p> | |
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