THE UNIVERSITY OF NOTTINGHAM
RECRUITMENT ROLE PROFILE FORM

Job Title: Trial Administrator (fixed term, part time)

School/Department: School of Medicine, Division of Psychiatry & Applied Psychology

Job Family and Level: Administrative, Professional and Managerial, Level 3

Contract Status: This post will be offered on a fixed term contract until the 31st December 2019

Hours of Work: Part time (21.75 hours per week)

Location: Institute of Mental Health Building, Jubilee Campus

Reporting to: Professor of Dementia Research

Purpose of the New Role:

The Cognitive Function and Ageing Studies (CFAS) are longitudinal, multicentre, population based epidemiological studies which began in the early 1990’s involving adults over 65 years of age in six centres across the UK. CFAS II is a new generational study which began in 2008 in three of the original six CFAS centres - Cambridge, Newcastle and Nottingham. Further information regarding CFAS can be found on the study website www.cfas.ac.uk

An opportunity has arisen to work at the Institute of Mental Health in Nottingham supporting the CFAS II study. The purpose of this role is to approach and recruit previous participants of the CFAS II study who are now aged 75 years and older. The post will require the role holder to travel extensively within Nottingham and surrounding areas. Independent mobility is necessary as not all respondents live on a bus route (applicants must also be able to carry/move a moderate amount of interview equipment into participants homes).

The role holder will conduct a fully structured computerised interview with participants in their own homes followed by a further shorter interview 12 weeks later. All potential participants have already conducted two prior interviews with the study.

Following the initial interview a small number of participants will be invited to take part in a pilot intervention trial aimed at reducing their cardiovascular risk factors by targeting lifestyle behaviours such as smoking and lack of physical activity via internet counselling. The results of this pilot will inform a larger potential study for tackling health behaviours associated with increased dementia risk in older people in the UK.

<table>
<thead>
<tr>
<th>Main Responsibilities</th>
<th>% time per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To obtain fully informed consent and follow a structured pre-set interview, recording information accurately on a laptop computer. To undertake a short battery of physical measurements for which full training will be given including measuring participants height, weight, blood pressure, leg strength and gait speed. Interviewers will also be asked to obtain a small sample of blood via a finger pin prick for cholesterol measurement.</td>
<td>60%</td>
</tr>
</tbody>
</table>
2. The role holder will be responsible for keeping an accurate record of each visit and handling large quantities of sensitive and confidential information in compliance with the Data Protection Act 1998 and the General Data Protection Regulations (GDPR). | 20%

3. The role holder will be responsible for approaching selected participants of the CFAS II study cohort and inviting them to take part in a further wave of interviewing. Arranging interviews and managing all practical arrangements associated with these meetings. | 10%

4. The role holder will be required to liaise regularly with the core study team. | 10%

### Knowledge, Skills, Qualifications & Experience

<table>
<thead>
<tr>
<th>Qualifications/ Education</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications/ Education</td>
<td>EITHER HNC or HND in a relevant subject, or equivalent qualifications / certification, plus considerable experience in a relevant role(s) <strong>OR</strong> Broad substantial relevant experience demonstrating general knowledge of research administration in a Higher Education or NHS setting</td>
<td>Undergraduate qualification in a related area or equivalent experience</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills/Training</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skills/Training</td>
<td>Excellent IT skills, including competent use of Microsoft Office applications e.g. Excel, Word, Access, PowerPoint and email/internet. Ability to quickly understand and learn new IT skills Excellent written and verbal communication skills Ability to work with minimal supervision, prioritising own workload and producing work to a high standard to strict deadlines Excellent (demonstrable) organisational and planning skills Possess tact, diplomacy and ability to deal appropriately with sensitive and confidential information Excellent interpersonal and communication skills necessary to develop and maintain effective working relationships with colleagues within the University and externally, with researchers, clinicians and members of the public involved in the study. Ability to communicate with people who may have difficulties with comprehension or communication, for example being able to use enhanced communication skills.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience</td>
<td>Experience of working successfully as part of a team</td>
<td>Experience of having direct contact with patients or research participants in a research or professional capacity.</td>
</tr>
<tr>
<td>Experience of planning and organising own work activities, with ability to change priorities as required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience of working within a research environment providing administrative support to complex multi-centre research studies and/or clinical trials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience of handling completed research study documentation and files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience of undertaking assessments and administering standardised interview schedules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training or experience in health or community related areas</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Statutory/Legal |
| Awareness of ethics and governance requirements for health research |
| Respect for confidentiality and knowledge of the Data Protection Act. |
| Knowledge and understanding of the Mental Capacity Act. |

| Other |
| Willingness and ability to travel to participant's homes, to study sites and for study related meetings. |
| Willingness and ability to attend compulsory training days held at the Cambridge site |
| Ability to work proactively, independently and to project timescales. |
| Willingness to adopt the Ethos and Principles of the School of Medicine. |

The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.

The School of Medicine holds a Silver Athena SWAN in recognition of our achievements in promoting and advancing the representation of women in science, technology, engineering, medicine and mathematics (STEMM). Please see [http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx](http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx)

The University of Nottingham
Described by the Times Good University Guide 2017 as “the nearest Britain has to a truly global university” The University of Nottingham has award-winning campuses in the UK, China and Malaysia and hosts a global academic community in all three countries. The University has an institution-wide commitment to embedding an international dimension across all of our activities enabling us to produce graduates who are empowered to excel in a challenging global environment and deliver genuinely world-changing research.

Our reputation for world-class research has yielded major scientific breakthroughs such as Nobel-winning MRI techniques, drug discovery, food technologies and engineering solutions for future economic, social and cultural progress.

Already ranked among the UK’s elite universities and global polls for research excellence, our reputation for world-class research has been further enhanced with the 2014 results of the Research Excellence Framework (REF).
In addition to scoring highly in quality rankings covering major disciplines in science, engineering, the social sciences, medicine, business and the arts, it is Nottingham’s research power rankings which demonstrate the impressive volume of excellent research which is carried out. We are now ranked 8th in the UK on a measure of ‘research power’ which takes into account both the quality of research and the number of research-active
staff who made REF returns, confirming Nottingham’s place in the top tier of the world’s elite higher education institutions.

The main University campus is set beside a lake, in an extensive belt of woodland, parks and playing fields. The 330 acre University Park Campus is the focus of life for more than 32,000 students and houses the majority of the University’s academic schools and many of the central Services. The Jubilee campus is situated 2 miles away from the University Park, and provides extra capacity. The University Medical School is situated next to the University Park. Together with the University Hospital, it forms the Queen’s Medical Centre (QMC).

University of Nottingham Medical School
Nottingham has a strong reputation for both clinical medicine and teaching. As one of the most popular medical schools in the country, it is able to select excellent students and produce and attract good junior doctors.

The School of Medicine comprises the Divisions of Cancer and Stem Cell Sciences, Child Health, Obstetrics and Gynaecology; Clinical Neuroscience; Epidemiology and Public Health; Primary Care; Psychiatry and Applied Psychology; Rehabilitation and Ageing; Medical Sciences and Graduate Entry Medicine; Respiratory Medicine; Rheumatology, Orthopaedics and Dermatology and the Nottingham Digestive Diseases Centre. The School also hosts the Education Centre, the Centre for Interprofessional Education and Learning, the Clinical Research Facility, the Clinical Skills Centre, NIHR Design Service East Midlands, Nottingham Clinical Trials Unit, PRIMIS and Medical Imaging Unit.

The School of Medicine brings together in one School staff undertaking research for the benefit of the health of patients. It includes all primary care and hospital-based medical and surgical disciplines, principally in the Queen’s Medical Centre and City Hospital Nottingham Campuses, Royal Derby Hospitals NHS Foundation Trust and also at the University’s main campus and at the King’s Meadow and Jubilee Campuses. Most of our School’s Senior Researchers and Teachers are also clinicians who dedicate 50% of their time to patient care within the Nottingham University Hospitals NHS Trust & Royal Derby Hospitals NHS Trust. This close juxtaposition brings cutting-edge clinical care to our patients and clinical relevance to our research and teaching. We are closely integrated with our full time NHS clinical colleagues, many of whom are themselves leaders in research and teaching and who work closely with the University and this increases the mutual benefit from integration between the University and NHS.

Mission:
Our mission is to improve human health and quality of life locally, nationally and internationally through outstanding education, research and patient care.

Priorities:
1. Teaching and learning, particularly training tomorrow’s doctors and teaching specialised postgraduates
2. Research and research training: We will perform and support the highest quality “big” research which impacts on human health and disease
3. Partnership with the NHS and other healthcare providers
4. Visibility and profile of the School of Medicine: We will do what we do better, and we will tell others about it

Ethos and principles:
1. Having people and patients at the heart of all we do: our teaching and learning, our research and our patient care
2. Contribution within the School of Medicine and to society beyond our immediate roles; helpfulness and service
3. Openness and fairness, with particular emphasis on communication (both internal and external) and on equality and diversity among students and staff
4. Personal and group responsibility for all aspects of our work, within a culture of opportunity and reward

Our research spans 11 major themes, ranging from cancer to vascular medicine. We work closely with industry and the NHS. Our world-leading research ranges from basic and translational science through to clinical trials, epidemiology and health services research. Our clear theme is improving human health, underpinning a vibrant postgraduate research training programme leading to PhD or DM. Many of our academics are clinicians, using their expertise to provide cutting edge specialised treatment to NHS patients; reflecting our ethos that patients are at the heart of all we do.
The partnership between University of Nottingham and Nottingham University Hospitals NHS Trust was recently awarded by NIHR, a transformational £23.6 million to to expand their pioneering work into new treatments and diagnostics for a wide range of health problems, establishing a new Biomedical Research Centre (BRC), which will incorporate two existing smaller Biomedical Research Units in the city. The Nottingham BRC will be the leading UK hub in five key areas of health research:

- Deafness and hearing loss
- Gastrointestinal and liver disease
- Respiratory medicine
- Musculoskeletal disease
- Mental health technology

At the core of the Biomedical Research Centre will be Nottingham’s world-leading expertise in magnetic resonance imaging (MRI). It means the latest medical imaging research and technology pioneered here can be translated into real benefits for patients in all five of the BRC’s research areas.

In the 2014 Research Excellence Framework the four Units of Assessment included in the School of Medicine were among the six most improved in the whole University since RAE 2008: Over 80% of our research in 2014 was graded as world-leading or internationally excellent. Our research spans 11 major themes and ranges from basic and translational science through to clinical trials, epidemiology, and health services research. We work closely with industry and the NHS. Our research is underpinned by a strong postgraduate research training programme leading to PhD or DM. Our major research themes are in Cancer and Stem Cells; Child Health, Obstetrics & Gynaecology; Clinical Neurosciences; Dermatology; Digestive Diseases; Epidemiology and Public Health; Mental Health; Musculoskeletal physiology and disease; Primary Care; Rehabilitation and Ageing; Respiratory Medicine; and Renal Medicine.

The School of Medicine trains tomorrow’s doctors on a vibrant undergraduate medical course with a unique intercalated BMedSci, as well in a specialised graduate-entry programme built around clinical problem solving. We teach medicine and related disciplines at both undergraduate and postgraduate level. We have a dedicated clinical academic training programme and are committed to training PhD and doctoral research students and to supporting postdoctoral clinicians and scientists in their research.

Professor Tony Avery is Dean of the School of Medicine.

For further information, please see our website http://www.nottingham.ac.uk/medicine

Nottingham

Central within the East Midlands, Nottingham is a vibrant and prosperous city with something to offer everyone. It is one of the UK’s leading retail centres and has a huge variety of restaurants, bars and nightclubs which attract people from all over the UK. Culturally, it has good theatres, an arena which attracts both national and international performers and a range of historical interests relating to subjects such as the lace industry, Lord Byron and DH Lawrence. Nottingham is also known for sport, being the home of Trent Bridge Cricket Ground, Nottingham Forest and Notts County Football Clubs, the National Water Sports Centre and the Nottingham Tennis Centre. There is a good network of roads with easy access to the M1 and the A1, a fast frequent rail service to London and other major cities. Nottingham East Midlands Airport is only eighteen miles away.

The city is set within a county of outstanding natural beauty which includes Sherwood Forest, Wollaton Park, lively market towns and wonderful historic buildings. Housing is relatively inexpensive and, in addition to the two Universities, there are excellent schools and colleges available.

To find out more about Nottingham, use the following links:

Nottingham County Council – Tourism http://www.experiencenottinghamshire.com/

University of Nottingham http://www.nottingham.ac.uk

Zoopla (Guide to local properties) http://www.zoopla.co.uk/

My Nottingham (information on schools, term dates, school transport etc.)

https://www.nottinghamcity.gov.uk/