University of Nottingham
UK | CHINA | MALAYSIA

# Role Profile

| | | | |
|---|---|---|---|
| Job title | Imaging Trials Research Facilitator | Job family and level | Research & Teaching level 4 |
| School/ Department | School of Medicine, Mental Health and Clinical Neuroscience | Location | School of Medicine, Queen's Medical Centre |

## Purpose of role

This is a key role within the Nottingham Biomedical Research Centre (BRC) to support and undertake high quality clinical trials within the Imaging subtheme. Working closely with Chief Investigators, other researchers and clinicians, you will be responsible for trial management activities including undertaking standardised clinical assessments and collection of bio samples using standard operational procedures (SOP).

The Nottingham BRC is a partnership between Nottingham University Hospitals NHS Trust and the University of Nottingham funded by National Institute for Health and Care Research (NIHR). It brings world class scientists, clinicians and research professionals together to work collaboratively to deliver tomorrow's world-class healthcare. You will be instrumental in ensuring the successful completion of many of our world leading research projects.

The School of Medicine recognises the importance of continuous professional development and therefore the importance of providing opportunities, structured support and encouragement to engage in professional development each year.

| | Main responsibilities<br>(Primary accountabilities and responsibilities expected to fulfil the role) | **% time per year** |
|---|---|---|
| **1** | **Research Responsibilities:**<br>• Working with the Chief Investigators (CI) and the trials teams to develop research protocols.<br>• Contributing to developing trial documents for Research Ethics Committees and Regulatory Authorities approval (e.g. participant information sheet, and informed consent form) including coordinating input from the trial team. Managing any amendments and ensuring accurate version control.<br>• Implementing proven strategies for trial management and participating in methodological research to improve trial efficiency.<br>• Working with Chief Investigators and other members of research teams to ensure dissemination of the trial results, for example contributing to writing the trial reports, preparing results for publication, and presenting at relevant conferences and other meetings. | 35% |

| | | |
|---|---|---|
| | • Undertake standardised clinical assessments and collect bio samples including blood samples using SOPs.<br>• Continue developing skills in and knowledge of research methods and techniques and contribute to the development of/or choice of techniques, models, methods, critiques and approaches. | |
| **2** | **Project Management:**<br>• Working closely with Chief Investigators to ensure milestones are met and the trials are delivered on time and within budget.<br>• Ensuring trials are managed and conducted in compliance with the relevant SOPs and University Quality Management Systems.<br>• Developing and maintaining risk assessment for the duration of the project, ensuring risks are identified and minimised, and escalated to the appropriate member of the research team when necessary.<br>• Ensuring accurate and timely trial records and reports are prepared to a high standard and submitted to regulatory and funding bodies, and others as required.<br>• Ensuring high quality organisation of trial meetings, including those for Investigators, Trial Steering Committees, Data Monitoring Committees and Trial Management Groups.<br>• Designing, undertaking and delivering training to research teams both locally and nationally and, where appropriate, internationally. | 25% |
| **3** | **Recruitment:**<br>• Liaise with Clinical Academics to plan, prepare for, and recruit participants to clinical projects.<br>• Monitoring recruitment against targets to identify problems and their potential solutions, and work with sites to implement corrective actions if required. | 25% |
| **4** | **Patient and Public Involvement (PPI):**<br>• Liaise with PPI coordinator and PPI groups to plan and coordinate days to present study specific information to the public and collect qualitative data from them. | 15% |
| **5** | **Other:**<br>• Any other duties appropriate to the grade and role.<br>• The School of Medicine recognise the importance of continuous professional development and therefore the importance of providing opportunities, structured support and encouragement to engage in professional development each year. | N/A |

## Person specification

| | Essential | Desirable |
|---|---|---|
| **Skills** | • Excellent organisational and time management skills, with a flexible approach to working and the ability to prioritise.<br>• Ability to work independently with a self-motivated approach and as part of a team.<br>• Able to develop understanding of complex problems and apply in-depth knowledge to address them.<br>• Able to think quickly and respond appropriately to difficult situations.<br>• Work proactively with colleagues in other work areas/institutions, contributing specialist knowledge to achieve outcomes.<br>• Able to communicate effectively with others in both a multi-disciplinary team from a range of professional backgrounds and levels of seniority, and with patients and families.<br>• Excellent computer skills, especially Microsoft Office software (Word, Excel, PowerPoint, Outlook and Teams).<br>• Able to insert and apply IV lines (or able to undertake continual professional development (CPD) to enable this). | • Able to contribute to grant applications.<br>• Able to undertake clinical research assessment of major brain disorders (e.g. Parkinson's, Dementia) or willing to learn. |
| **Knowledge and Experience** | • Experience of supporting clinical research.<br>• Understanding of Research Governance processes and GDPR, and relevant Health & Safety requirements.<br>• Experience of working within a multidisciplinary team. | • Understanding and knowledge of undertaking research in an NHS hospital-based setting.<br>• Experience in qualitative research, in particular interviewing and/or facilitating focus groups.<br>• Extensive experience and proven track record in a relevant work environment.<br>• Experience of drafting Standard Operating Procedures (SOP) relevant to research activity. |
| **Qualifications, certification and training (relevant to role)** | • Degree in Nursing or equivalent nursing qualification. | • Higher degree (e.g. MSc). |

| | | |
|---|---|---|
| | • Current professional registration with the Nursing and Midwifery Council. | |
| **Statutory, legal or special requirements** | • Satisfactory Enhanced disclosure from the Disclosure and Barring Service.<br>• Able and willing to travel for trial meetings or site visits as required, with access to own transport.<br>• A research passport may be required once in post.<br>• Current certified Good Clinical Practice training.<br>• Flexibility with days/hours worked to enable the efficient conduct of the study. Ability and willingness to take on some evening work (to ensure that appointments might take place outside office hours). | |
| **Other** | • Willingness to adopt the vision and values of the School of Medicine. | |




## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

| | |
|---|---|
| **Valuing people** | Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions. |
| **Taking ownership** | Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas. |
| **Forward thinking** | Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning. |
| **Professional pride** | Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance. |
| **Always inclusive** | Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections. |

## Key relationships with others