

Job title	Clinical Research Nurse
Division	Medical Sciences Division
Department	Nuffield Department of Medicine (NDM),
Location	Jenner Institute, Centre for Clinical Vaccinology and Tropical Medicine (CCVTM), Headington, Oxford, OX3 7LE
Grade and salary	Grade 6: £29,176 - £34,804 per annum with discretionary range to £38,017, pro rata if part-time. Depending on experience this post may be offered at grade 5 with reduced duties.
Hours	Full time (we will consider applications from applicants looking for a part-time role)
Contract type	Fixed-term – 2 years
Reporting to	Senior Research Nurse
Vacancy reference	145276
Additional information	<i>Position is Funded by Wellcome Trust and EU Optimalvac</i>

The role

You will be responsible for supporting the day to day clinical and administrative aspects of multiple phase I/IIa clinical studies across a diverse range of disease themes within the field of vaccinology, working within a multidisciplinary team. This will involve assisting in the selection and screening of healthy volunteers, administration of vaccines, monitoring for adverse events whilst maintaining accurate and comprehensive records, also assisting in the work of the group as a whole.

Responsibilities

Facilitate and conduct routine review of volunteers within the scope of the trial specific protocol in liaison with the PI or their delegated representative.

- Facilitate and carry out vaccinations within the professional scope of practice ensuring the safe handling of vaccines.
- Maintain accurate records of all reviews, document findings and inform the lead clinician/senior staff where appropriate in a timely manner of any concerns.



- Provide training/support/supervision to colleagues and junior staff where appropriate.
- Act as named nurse on studies as designated by the Snr CRN in ensuring study timelines and requirements are met and assisting in the running of other studies.
- To be fully conversant with protocols where acting as named nurse providing support to other staff as appropriate and have a good working knowledge of all other active protocols.
- Provide cross cover for clinical trials and colleagues in their absence and as required.
- *Contribute to the in-house protocol development stage on issues relating to volunteer and nursing activities, patient information, assessment and data collection.
- Provide advice and information to volunteers with regard to their participation in clinical research in order to facilitate effective informed consent, ensuring the volunteer fully understands the nature of the clinical trial, risks and commitment required.
- Use appropriate manual and computerised systems; ensure accurate collection and maintenance of all study records.
- Assist the Snr CRN in ensuring studies are conducted within the Research Governance framework.
- Coordinating site monitoring visits in accordance with the monitoring plan and taking appropriate action in response to any queries raised by the monitors and maintenance of the relevant sections of the TMF.

Service and professional responsibilities

- Work within the NMC Code of Conduct, regulatory and Research Governance frameworks.
- Provide a safe and welcoming environment for staff, volunteers and patients by ensuring equality and valuing diversity.
- Manage own workload, co-ordinating investigations and procedures and arranging any follow up necessary for the studies and ensuring an adequate hand-over during periods of planned absence.
- Ensure adequate supplies of equipment both clinical and non-clinical are maintained to enable the conduct of the studies through the universities ordering systems.
- Conduct monthly checks of all active trial IMPs and NIMPS and report any discrepancies directly to the QA manager.
- Ensure the safe storage, administration and disposal of medicinal products.
- Facilitate clinics for the screening/review of volunteers.

- Assist where appropriate in the recruitment of participants to the studies by participating in activities arranged by the recruitment coordinator.
- Facilitate the preparation of authorised trial documentation for studies where acting as named nurse.
- Adhere to all SOPs and assist in the review of SOPs as designated by the Snr CRN
- Ensure familiarity with equipment following appropriate training as required e.g. ECG recorder, urine analyser etc.

Training and Development

- Maintain professional registration and development and undertake self-directed learning, attend training deemed appropriate by the Snr CRN and/or head of department.
- To take responsibility for developing and sustaining their own knowledge, clinical skills and professional awareness in accordance with NMC Revalidation

General

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

To participate in and support public engagement events for the department and the University.

Additional paid working hours will be required during the conduct of Phase IIa (Challenge) studies.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

Hazard-specific / Safety-critical duties

This job includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work:

- Working with blood, human products and or human tissues
- Work in clinical areas with direct contact with patients
- Work with GMO vaccines

Additional security pre-employment checks

A satisfactory Disclosure and Barring Service check due to regulated activity involving children
OR regulated activity involving 'at risk' adults

This job includes

- Working with clinical trial participants, this may include patients
- Access to medical records
- Access to financial details

Selection criteria

Essential selection criteria

- NMC Registered Nurse (Adult)
- Post registration experience in a relevant area of practice
- Evidence of venepuncture skills and practice
- Evidence of continuing professional development.
- Demonstrable evidence of good computer literacy (Inc MS Office)
- Evidence of good organisational skills
- Evidence of ability to work independently

Desirable selection criteria

- Previous experience of clinical research
- GCP Training

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Medical Sciences

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: www.medsci.ox.ac.uk

Nuffield Department of Clinical Medicine (NDM)...fostering your career in science

The Nuffield Department of Clinical Medicine (NDM) is one of the largest departments of the University of Oxford and is part of the Medical Sciences Division, with responsibility for a significant part of the teaching of clinical students within the Medical School.

NDM has significant financial turnover and complexity, resulting from its diverse research portfolio, its geographical spread and its close links with NHS funding and strategic teams involved in the development and delivery of increasingly integrated clinical research platforms. For more information please visit: <http://www.ndm.ox.ac.uk/home>

The Nuffield Department of Clinical Medicine has been presented with a Departmental Athena SWAN Silver award in recognition of the commitment made to promote gender equality through our organisational and cultural practices and our efforts to improve the working environment for both men and women. For more information please see our Departmental Athena SWAN pages: www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/ .

The Jenner Institute

The Jenner Institute was founded in November 2005 to develop innovative vaccines against major global diseases. Uniquely it focuses both on diseases of humans and livestock and tests new vaccine approaches in parallel in different species. A major theme is translational research involving the rapid early-stage development and assessment of new vaccines in clinical trials.

For more information please visit: department website <http://www.jenner.ac.uk/>

The Jenner Institute - Centre for Clinical Vaccinology and Tropical Medicine (CCVTM), Churchill Hospital, Oxford

Scientists at the Jenner Institute, University of Oxford, have developed new candidate vaccines for malaria, tuberculosis, HIV, influenza and a wide range of other pathogens. Clinical trials are in progress for eight infectious disease areas. The Jenner Institute is one of the largest university based vaccine institutes globally.

Over the last three years a new cancer vaccine immunotherapy programme, including a multi-site trial in prostate cancer, has been in progress in close collaboration with the departments of oncology and surgery.

For more information please visit: <http://www.jenner.ac.uk/>

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at

http://www.ox.ac.uk/about_the_university/jobs/research/

http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/

http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University's Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September

before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at:

www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See www.welcome.ox.ac.uk.

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see www.admin.ox.ac.uk/childcare/.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see www.admin.ox.ac.uk/eop/disab/staff.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/.

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.