



DEPARTMENT OF PAEDIATRICS

Medical Sciences Division



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Job title	Adult Research Nurse
Division	Medical Sciences
Department	Paediatrics
Location	Centre for Clinical Vaccinology and Tropical Medicine (CCVTM), Churchill Hospital Old Road, Headington, Oxford, OX3 7LJ
Grade and salary	Grade 6: £29,176 - £34,804 per annum
Hours	Full time 37.5 hours/week
Contract type	Fixed-term (contract end date 30 June 2022), externally-funded
Reporting to	Senior Research Nurse
Vacancy reference	149023
Additional information	<i>Applications are to be made online, please see the advert for the closing date</i>

For Research posts:

Principal Investigator / supervisor	Professor Helen McShane
Project team	Oxford Vaccine Centre
Project web site	https://www.ovg.ox.ac.uk/

The role

The research nurse will be required to undertake an assisting/coordinating role in research studies with support from senior members of the team. The main responsibilities are the identification and recruitment of participants, obtaining informed consent, administration of study vaccines/medicines as required by the study protocol, collection of samples including blood and the processing of study documentation. Some study visits will take place outside of normal office hours or at weekends depending on study needs.



Responsibilities/duties

Research

- To assist members of the research team in conducting research studies according to ICH GCP
- To develop a working knowledge and understanding of both the theoretical and practical aspects of the research study
- To assist in the recruitment of participants by discussing individual studies with volunteers before obtaining informed consent
- Obtain venous blood samples as study requires. Willing to undertake training in venepuncture techniques
- To administer medication within the clinical setting
- To adhere to the appropriate study protocol and complete study documentation as required
- Ensure good communication with all members of the research team and accurate documentation
- Planning and managing own workload
- To assist in/liasing with health care professionals, providing information/presentations about current studies
- To assist with/liase with representatives of the study sponsors or other departments internally or externally
- Assist with monitoring of the study
- Adhere to University and local policies and SOP's

Training and education

- Undertake training and work towards competency sign off for obtaining blood samples, vaccinating, conducting a study visit and obtaining informed consent
- Maintain up to date training records
- Ensure GCP and mandatory training is kept up to date, book and attend training sessions as appropriate

Professional

- To act in accordance to the NMC Code of Professional Conduct, taking responsibility for own actions and seeking guidance from senior colleagues where necessary
- To adhere to the local Standard Operating Procedures for the conduct of all studies
- To conduct clinical research according to Good Clinical Practice (EU Directives 2001/20/EC, 2005/28/EC)
- To work in accordance with the DoH Research Governance Framework for Health and Social Care, 2nd edition: April 2005 in the conduct of research
- To maintain confidentiality of study participants
- To respect requirements for confidentiality
- To ensure compliance with data protection laws
- To identify personal development needs and utilise all reasonable opportunities to maintain and develop personal and professional knowledge and skills
- To take responsibility for meeting regularly with a supervisor and with the Senior research nurse annually for appraisal and objective setting

Lead nurse responsibilities, which will be undertaken with support from a Senior research nurse as experience dictates

- Assist in the maintenance of the study Investigator Site File (ISF)
- Co-ordinate and oversee monitoring of study
- Undertake study specific training for members of the research team
- Ensure good communication between all members of the research team

- Work with senior members of the team to ensure the study is delivered according to the protocol
- In liaison with the senior research nurse, ensure that all members of the research team adhere to the study protocol and the study documentation is completed accurately
- With senior members of the team liaise with study sponsors and their representatives regarding the progress of the study
- In liaison with the senior research nurse, ensure research staff working on the study have received appropriate training in study specific procedures

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 infectious pathogens (hazard group 2/3) - Hazard Group 3 pathogens
- Working with blood, GMO vaccines, human products and human tissues
- Work in clinical areas with direct contact with patients

Additional security pre-employment checks

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.

Selection criteria

Essential

- NMC Registered nurse (Adult)
- Evidence of continuous, professional/academic development
- Experience of or willingness to train in research venepuncture and immunisation
- Excellent written and oral communication skills
- Ability to organise, prioritise and co-ordinate workload
- Ability to act on own initiative, but also as part of a team
- Flexible to requirements of work
- Friendly and amenable

Desirable

- Degree qualification
- ICH – GCP training
- Clinical research experience/understanding and appreciation of clinical research

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

Oxford Vaccine Group

The Oxford Vaccine Group (OVG) is led by Andrew J Pollard, Professor of Paediatric Infection and Immunity. Staff are based within a purpose built centre on the Churchill Hospital site and form part of the Centre for Clinical Vaccinology and Tropical Medicine (CCVTM). The aim of OVG is to co-ordinate expertise in the study of microbial diseases and the immune response to microbes, in order to facilitate research on the development and implementation of vaccines. This may include new, improved or combined vaccines for the adult and paediatric population.

Core group members include two Consultants in Vaccinology, a Director of Clinical Trials, a Senior Clinical Trials Manager, adult and paediatric clinical research fellows, adult and paediatric research nurses, project managers, QA manager, IT manager, and an administration team. The Infection and Immunity Laboratory includes post doctorate scientists, research assistants and DPhil students. Wider group members include professionals from a range of specialities including immunologists, microbiologists, statisticians, a community paediatrician, the local Health Protection team and a bioethicist.

Recent studies carried out by the group include:

- Vaccines against RSV
- Pneumococcal nasopharyngeal carriage epidemiology
- Meningococcal B vaccine development and evaluation
- Development of a typhoid challenge model

More information about OVG may be found at the website: <http://www.ovg.ox.ac.uk>

Department of Paediatrics

The Department of Paediatrics was established in 1972 and is a part of the Medical Sciences Division. The Department has a major interest in infectious diseases on infancy and childhood and comprises clinical, teaching and research facilities within the Children's Hospital, the Women's Centre, the Institute of Molecular Medicine, the Peter Medawar Building, the Wellcome Trust Centre for Human Genetics (WTCHG) and the Centre for Clinical Vaccinology and Tropical Medicine (CCVTM). We currently employ around 120 clinical practitioners,

research scientists and administrative staff and have an annual non-research turnover in excess of £4 million, with more than 65 research grants.

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

The University of Oxford is a member of the [Athena SWAN Charter](#) and holds an institutional Bronze Athena SWAN award. The Department of Paediatrics holds a departmental silver Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality and create a better working environment for both men and women.

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 and tuberculosis. For the last ten years we have been conducting phase I and IIa clinical trials to evaluate the safety, immunogenicity and efficacy of these vaccines in healthy volunteer subjects in the UK, as well as conducting a number of trials in Africa. New candidate vaccines for 'flu and hepatitis C are also about to enter clinical trials.

For more information please visit: <http://www.jenner.ac.uk/> and <http://www.tropicalmedicine.ox.ac.uk/home>

Medical Sciences Division

We are an internationally recognized centre of excellence for biomedical and clinical research and teaching, and 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: <http://www.medsci.ox.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 www.ox.ac.uk/about/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 departments.

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/](http://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 be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. 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/.

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. From 1 October 2017, 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+/.

From 1 October 2017, 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

University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. 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 international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor.

See: www.internationalstaffwelcome.admin.ox.ac.uk/

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 to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare

The University has excellent childcare services with 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.

Family-friendly benefits

The University subscribes to My Family Care (www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff

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

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/

Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts.

See www.admin.ox.ac.uk/personnel/staffinfo/benefits