



**THE JENNER
INSTITUTE**
DEVELOPING INNOVATIVE VACCINES



| | |
|-------------------------------|---|
| Job title | Clinical Research Nurse (Maternity Cover) |
| Division | Medical Sciences |
| Department | Nuffield Department of Medicine |
| Location | Jenner Institute, Centre for Clinical Vaccinology and Tropical Medicine, Churchill Hospital, Old Road, Headington, Oxford, OX3 7LE |
| Grade and salary | Grade 7: Salary in range £36,024 - £44,263 per annum Whilst this role is a Grade 7 position, we would be willing to consider less experienced candidates who might be suitable for the role with adjusted duties to then be offered as an under fill at Grade 6: £32,332 – £38,205 per annum This would be discussed with applicants at interview/appointment where appropriate |
| Hours | Full time |
| Contract type | Fixed-term contract until 31 March 2025 |
| Reporting to | Ian Poulton, Research Nurse Manager |
| Vacancy reference | 167459 |
| Additional information | Funding provided by TVCLRN |



NUFFIELD DEPARTMENT of MEDICINE

HR Centres of Excellence, Henry Wellcome Building for Genomic Medicine,
Roosevelt Drive, Oxford, OX3 7BN, United Kingdom

Tel: +44 (0)1865 287870

www.ndm.ox.ac.uk

The role

You will act as lead nurse in collaboration with the border multidisciplinary team in setting-up and delivering various phase I/ II clinical trials as designated by the Research Nurse Matron/ Manager, across a range of clinical and administrative research related activities. You will support other CRNs, as they will support you, in providing clinical cover, training, support and supervision to colleagues and junior staff where appropriate.

Maternity leave cover post

This post is to cover the absence of the substantive postholder, who is taking a period of maternity leave. The post is available for 18 months or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.

Responsibilities

* *does not apply to grade 6*

You will:

- 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 administration of IMPs/ challenge agents 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 and supervision to colleagues and junior staff where appropriate.
- * Act as lead nurse on studies as designated by the Research Nurse Matron/ Manager in ensuring study timelines and requirements are met and assisting in the running of other studies.
- Be conversant with active trial protocols providing support to other staff as appropriate.
- Provide cross cover for colleagues in their absence as required.
- * Contribute to the in-house protocol development stage on issues relating to volunteer and nursing activities, patient information, assessment, data collection and review.
- Provide accurate advice and information to participants with regard to their participation in clinical research in order to facilitate effective informed consent, ensuring the participant 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 Research Nurse Matron/ Manager in ensuring studies are conducted in compliance with all applicable regulations.
- 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 appropriately.
- Ensure the safe storage, administration and disposal of all 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 design, preparation and delivery trial documentation for studies where acting as lead nurse.
- Adhere to all SOPs and assist in the review of SOPs as designated by the Research Nurse Matron/ Manager
- Ensure familiarity and competence 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 Research Nurse Matron/ Manager.
- Take responsibility for developing and sustaining their own knowledge, clinical skills and professional awareness in accordance with NMC Revalidation. As a nurse you will be provided with an honorary contract with the OUH Foundation Trust and will maintain mandatory training records as designated by the trust.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.
- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.

Selection criteria

Essential

- NMC Registered Nurse (Adult)
- Evidence of venepuncture skills and practice
- Evidence of continuing professional development.
- Evidence of good organisational skills
- Evidence of ability to work independently
- Previous experience of clinical research
- GCP Training

Desirable

- Post registration experience in a relevant area of practice e.g., infectious diseases
- Demonstrable evidence of good computer literacy (i.e., MS Office)



Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) 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 for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Lone Working
- Regular manual handling
- Working with infectious pathogens (hazard group 2/3) - Hazard Group 3 pathogens
- Working with blood, human products and human tissues
- Work in clinical areas with direct contact with patients (NOT administrative roles)
- Work with any substance which has any of the following pictograms on their MSDS:



Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- A satisfactory enhanced Disclosure and Barring Service check
- University security screening (eg identity checks)

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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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.

About the Nuffield Department of Medicine (NDM)

The Nuffield Department of Medicine aims to improve healthcare internationally through its research and teaching. Over the last fifty years, it has pioneered the use of genetics, structural and cellular biology to understand susceptibility to human disease; at the same time, it remains a department of clinical medicine with a clinical interface at the core of its success. The NDM is the largest department in the University of Oxford and the largest department of medicine in Europe by research income.

The department is organised around a series of strong and identifiably unique institutes, centres and units; but its aim is to be as non-hierarchical and closely-knit as possible, to encourage the very best interactions and the exchange of ideas between its staff. It supports teaching to encourage the very best students to join academic research. It maintains a £800m portfolio of externally funded research from over 140 different sponsors/funders, and has an annual turnover approaching £200m. The department's activity is run directly through the University, but also through a series of subsidiary companies and other legal vehicles, tailored to the activity and the countries within which it operates. Across these vehicles and partnerships, the department has over 3,000 staff and students working solely on, or supporting, its research and teaching; and 1,000 of these staff are based in Oxford. The NDM holds collaborative grants with ~40 other departments or centres in the University of Oxford.

The NDM is recognised for its diverse impacts in the field of healthcare. These range from the discovery of the mechanism of hypoxic gene regulation (Sir Peter Ratcliffe, Nobel Prize 2019) to the worldwide introduction of artemisinin and combination therapy for malaria (Sir Nick White and others). The underlying strength of the department, and its ability to bring together disciplines, has been evident through its contributions to the pandemic response, including: ISARIC and its overseas activity, IDDO and TGHN, the work of the Africa-Asia Programmes, the Oxford-AZ vaccine, elucidating the structural biology of variants and neutralising antibodies, the Office of National Statistics study, the UK Serology Surveillance platform, the standard testing of commercial assays for the Government, Mobile Apps, RECOVERY trial leading to the worldwide use of dexamethasone, the NHS cohort studies, the COMBAT study. This activity has certainly saved more than 2m lives during the pandemic.



The major strategic plans of the NDM are built around, (1) establishing a step-change in to clinical pathology and the study of human disease in all clinical specialities; (2) accelerating the discovery of new medicines; and (3) addressing the burden of worldwide infectious disease, including emerging threats. The GSK-Oxford Molecular and Computational Medicine Institute (MCMI) is aligned with this vision and will be primarily based in its Wellcome Centre for Human Genetics and Big Data Institute with strong links to other departments and its overseas activity.

The NDM has a strong commitment to careers and equality of opportunity and treatment. The Department holds an 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 the NDM pages of [Equality, Diversity and Inclusion](#).

For more information on NDM please visit: <https://www.ndm.ox.ac.uk>

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

The University of Oxford's Jenner Institute and Oxford Vaccine Group have been at the forefront of scientific endeavour to develop vaccines for diseases of major global importance for more than 30 years. Oxford's coronavirus vaccine has been approved for use in a number of countries, marking an important milestone in the fight against COVID-19. Prof Hill's malaria vaccine has shown high efficacy in clinical trials in the UK and Africa and could be the first widely used vaccine to impact on the great disease burden of malaria in Africa. Scientists at the Jenner Institute, University of Oxford, have developed new candidate vaccines for tuberculosis, HIV, and Hep C.

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



How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now. You will 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. Please note using a long file name may prevent you from uploading your documents.

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

All applications must be received by **midday** UK time 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).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>. Non-technical questions about this job should be addressed to the recruiting department directly recruitment@ndm.ox.ac.uk

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 online recruitment portal 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: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades 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 <https://hr.admin.ox.ac.uk/staff-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 <https://www.sport.ox.ac.uk/>.

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 <https://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 <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

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 the Work+Family Space, 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 <https://hr.admin.ox.ac.uk/my-family-care>

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 <https://childcare.admin.ox.ac.uk/>

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 <https://edu.admin.ox.ac.uk/disability-support>

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 <https://edu.admin.ox.ac.uk/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.

