

Job title	Clinical Project Manager
Division	Medical Sciences Division
Department	Nuffield Department of Clinical Neurosciences (NDCN)
Location	John Radcliffe Hospital, Oxford, OX3 9DU
Grade and salary	Grade 7: £36,024 – £44,263 per annum <i>A less experienced candidate may be appointed at Grade 6 (£32,332 - £38,205 per annum) with a commensurate adjustment in essential criteria, responsibilities and duties</i>
Hours	Full time (37.5 hours)
Contract type	Maternity leave cover until 31 st July 2024
Reporting to	Prof. Michele Hu
Vacancy reference	169261
Additional information	<i>Post available from 1st February 2024</i>

Research topic	Understanding Parkinson's Progression (UPP)
Principal Investigator / supervisor	Michele Hu
Project team	Oxford Parkinson's Disease Centre
Project web site	https://www.opdc.ox.ac.uk
Funding partner	The funds supporting this research project are provided by Parkinson's UK
Recent publications	https://www.opdc.ox.ac.uk/opdc-literature

The role

This post is based at the Oxford Parkinson's Disease Centre Clinical Team (OPDC: <http://opdc.medsci.ox.ac.uk>) and the Nuffield Department of Clinical Neurosciences, John Radcliffe Hospital. As a Clinical Project Manager, you will be responsible for the day-to-day leadership of the OPDC Discovery Cohort, working closely with the Discovery Cohort PI/Consultant Neurologist Professor Michele Hu and the existing clinical cohort team to manage all aspects of the clinical cohort and related studies. You will help in ensuring the studies are conducted in compliance with all legislation and protocols, and that recruitment



targets are met. The role will be largely based at the John Radcliffe Hospital, Oxford however will remotely cover other sites involved in OPDC.

The role involves using an in-depth knowledge of clinical research, trial protocols and their application in practice, alongside a working knowledge and compliance with the local, national and international research regulations. You will draw on clinical experience, knowledge and expertise in the fields of neurology/ neurodegeneration, University NDCN and NHS services. This post offers exciting opportunities for an experienced nurse/ practitioner who enjoys research and collaborative, multidisciplinary work. The primary research focus will be on comprehensive longitudinal clinical phenotyping of subjects with Parkinson's disease (PD) and REM sleep behaviour disorder (RBD), with the development of clinical and digital biomarkers. The majority of PD participants will be assessed remotely using telemedicine video assessments, while RBD subjects will be seen in face-to face-research clinics. Previous experience of NHS working is essential, and assessment of people with Parkinson's or related neurodegenerative conditions is helpful but not essential. Prior research experience, including Good Practice in Clinical Research training is essential. In addition, the candidate will work with the study PI to provide creative and critical thinking as applied to the development and execution of a cohesive programme of research.

Since its inception in 2010, the OPDC Discovery Cohort has longitudinally characterised over 1800 participants with early and prodromal PD, alongside control subjects. It is independently cited as a world-leading PD research biomarker cohort, generating over 190 related publications. Key cohort aims are to improve understanding of the biology of early Parkinson's and identify predictors of Parkinson's onset and subsequent progression. The Discovery cohort is seen as a beacon of excellence within Oxford Neuroscience, and is strongly committed to improving public engagement with research and promoting outreach activities. It exemplifies multi-disciplinary translational neuroscience in Oxford at its best, representing a close and interactive collaboration between research laboratories in the basic sciences with clinicians from the Nuffield Department of Clinical Neurology. This multidisciplinary approach has generated outstanding resources in clinical cohorts and characterised some of the best stem cell models in the world.

The post is funded by Parkinson's UK, subject to satisfactory annual review by the Parkinson's UK Cohort Study Review Council.

Maternity (or other family) 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 until 31st July 2024 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

- In collaboration with the Discovery Cohort PI, coordinate the delivery of OPDC studies, ensuring there is adequate research cover and resources on a daily basis.



- Responsible for the supervision of junior team members in collaboration with the study PI and CRN Division 4 Research Team Lead.
- Escalate any study or performance issues to the PI.
- Support induction and training for new study staff if required.
- Support the staff annual appraisal process if required.
- Help compile progress reports as needed.
- Coordinate the submission of regulatory paperwork.
- Contribute to the development of clinical and research policies and procedures, SOP's.
- Help organise regular meetings, conferences and teleconferences between projects.
- Organise and host annual conferences in Oxford
- Assistance with audit of clinic activity, therapeutic interventions and patient satisfaction.
- Travel as required to research locations across the organisation.
- Work collaboratively within the OPDC team and key stakeholders including the National Institute of Health Research Division 4 OUH Team
- Develop strategies to monitor and improve study activity including the development of quality assurance systems and processes.

Clinical Responsibilities

- Coordinate the care of your own case load of clinical study patients.
- Ensure the safe administration of treatments given within the context of a clinical study.
- To ensure that study specific investigations are undertaken as required by the research protocol.
- To provide ongoing information, education and support to patients (and their significant others) regarding clinical trials and other research studies.
- To maintain accurate documentation of patient events in nursing, medical and trial notes.
- To act appropriately to report and record serious adverse events, this includes communication with the Principal Investigator and relevant local personnel and regulatory authorities.
- If required, provide ongoing follow up care to patients in clinical trials.
- Act at all times in a way that maintains patients' and carers' dignity.
- Refer to other specialists as required in order to provide optimal patient care.
- To act as a primary contact point for the clinical trial patient.
- Take responsibility for the overall nursing support provided in trial recruitment, management and co-ordination for the Discovery study including external sites.
- Contribute to the identification of research strategies, recruit and screen new participants in order to establish their eligibility and safety to enter the study and to register/randomise participants into studies as necessary.
- Facilitate the informed consent process (appropriate to age and understanding) and to provide ongoing information, education and support to participants.
- Collect blood and other samples as required by the study protocol, following appropriate training.
- Perform delegated clinical assessment of patients whilst in hospital (outpatients and inpatients) and provide ongoing follow up care across a range of studies, ensuring clinics are covered with appropriate staff.
- Ensure that study specific investigations are undertaken as required by the study protocol and develop new processes as necessary.
- Accurately document data collected into the case report forms and to ensure that clinical study recruitment records are accurately maintained.
- Liaise with clinical study personnel outside the hospital as necessary





NUFFIELD DEPARTMENT OF
CLINICAL NEUROSCIENCES

West Wing, Level 6, John Radcliffe Hospital, Oxford, OX3 9DU

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- To support the implementation of home visits for participants unable to attend the hospital clinics.
- Act as a clinical support for CTIMPs associated with OPDC including assisting with ratings and inpatient stays as necessary.

Management Responsibilities

- Manage research grants and the OPDC finances in collaboration with the PI.
- Support the management of information governance of the OPDC studies.
- Provide overall site management support to Discovery sites.
- Ensure that relevant multi-disciplinary/ study meetings take place.
- Manage the oversight of database reports in collaboration with Senior OPDC administrator
- Support and work with the OPDC Administrators in publicity materials and creating newsletters, and work with them in ensuring order requests are raised, consumables are purchased and also set up as appropriate.

General responsibilities, Communication & Networking

- Assist cohort PI with preparing proposals and applications to external bodies for funding/ethical approval, and to internal and external bodies for governance.
- Liaise with research participants, colleagues and students
- Build and maintain internal contacts
- Participate in the exchange of information and form relationships for future collaboration
- Be actively involved in presenting at Parkinson's events to promote the OPDC.
- Assist with the preparation and delivery of a biannual/annual OPDC clinical cohort newsletter in collaboration with the Senior OPDC administrator.

Education and Training

- The post-holder is expected to be committed to personal professional development by attending appropriate scientific seminars, training opportunities and meetings in the University.
- Facilitate and develop, in collaboration with the PI training programmes for the OPDC team.
- Keep all appropriate OPDC staff informed of the progress on clinical studies.
- Ensure that all relevant health care professionals are education and supported as required to enable them to care for clinical study/ trial participants.
- Ensure that all study specific investigations are undertaken as required by the study protocols.



Athena
Swan
Silver Award



Race
Equality
Charter
Bronze Award



Selection criteria

Essential selection criteria

- Level 1 registered nurse or equivalent qualification and or experience
- Excellent organisational skills and a keen interest to work in a busy, multi-disciplinary clinical research environment
- Experience of research in a healthcare setting
- Experience of working with people with dementia, neurodegenerative and/or neurological conditions
- Experience of presenting to a range of audiences
- Awareness of obligatory regulations and legal requirements of NHS research
- Proven leadership skills
- Proven ability to handle complex and challenging situations
- Proven ability to problem solve and prioritise
- Knowledge and experience of project management
- Exemplary record-keeping and data collection skills
- Expertise with MS Word, Excel, PowerPoint and Access or equivalent software
- An ability to balance the competing pressures of a complex job
- Excellent communication skills
- Excellent team working skills
- Ability to use initiative and motivate others
- Able to seek and make use of supervision and work to deadlines
- Able to travel

Desirable selection criteria

- A Master's degree in a relevant subject
- Understanding of the regulatory and governance requirements for clinical research
- An ability to extract clinical information from records
- Knowledge of Parkinson's Disease
- Project management experience in Parkinson's Disease
- Experience of presentation at meetings
- Experience of the research environment in a UK university setting
- Knowledge and experience of project management

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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
- Work in hot or cold environments
- Driving on University business
- Working with Ionising Radiation
- Regular manual handling
- 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:



- Travel outside of Europe or North America on University Business

Additional security pre-employment checks

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

- List duties associated with the required security 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.

Medical Sciences Division

The Medical Sciences Division is 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 visit: www.medsci.ox.ac.uk

The Nuffield Department of Clinical Neurosciences

The Nuffield Department of Clinical Neurosciences (NDCN), led by Prof Kevin Talbot, has over 400 staff and 150 postgraduate students. NDCN has an established research and teaching portfolio with a national and international reputation for excellence.

NDCN is based in high quality research and clinical facilities in the West Wing of the John Radcliffe Hospital, alongside the Department's world-class Wellcome Centre for Integrative Neuroimaging (WIN) and the Weatherall Institute of Molecular Medicine (which houses 3 of our research groups), and provides the ideal facilities to translate research from bench to bedside. In keeping with the award of NIHR Comprehensive Biomedical Research Centre status, to a partnership between Oxford University and the Oxford Radcliffe Hospitals NHS Trust, we have developed a highly integrated and interdisciplinary environment in which research, teaching, clinical training and clinical care interact. This enables us to establish new approaches to the understanding, diagnosis and treatment of brain diseases. To this end the Department fosters collaborations worldwide and warmly welcomes visiting scientists, clinical fellows and students. The Department comprises six sections:

For more information visit: www.ndcn.ox.ac.uk

Medical Research Council Brain Network Dynamics Unit

The MRC BNDU is directed by Professor Peter Magill and is exceptionally multidisciplinary, integrating research programmes that span clinical, experimental and computational neuroscience. The Unit's collective goal is to understand and exploit the moment-to-moment interactions between nerve cells that are critical for brain functions, with a special focus on the brain circuits underlying movement and memory.

For more information visit: www.mrcbndu.ox.ac.uk

Nuffield Division of Anaesthesia

NDA is led by Associate Professor Andrew Farmery. The NDA is committed to the development and maintenance of internationally competitive research programmes in pain and consciousness; respiration and hypoxia; adult and neuro-intensive care; simulation and human factors training.

For more information visit www.nda.ox.ac.uk

Division of Clinical Neurology

DCN is led by Professor David Bennett. DCN is committed to the development of research programs that improve understanding of the nervous system in health and disease.

For more information visit www.dcn.ox.ac.uk

The Wellcome Centre for Integrative Neuroimaging (WIN)

WIN is a multi-disciplinary neuroimaging research facility led by Heidi Johansen-Berg. WIN aims to bridge the gap between laboratory neuroscience and human health, by performing multi-scale



studies spanning from animal models through to human populations. It focuses on the use of Magnetic Resonance Imaging (MRI) for neuroscience research, along with related technologies such as Transcranial Magnetic Stimulation, transcranial Direct Current Stimulation, MEG and EEG. WIN has core locations at the John Radcliffe Hospital (FMRIB), Warneford Hospital (OHBA) and University Science area (BSB).

For more information visit www.win.ox.ac.uk

Nuffield Laboratory of Ophthalmology

NLO is led by Professor Russell Foster, who leads the Sleep & Circadian Neuroscience Institute. NLO pursues scientific and clinical research into a range of areas related to vision, the eye and circadian neuroscience.

For more information visit www.nlo.ox.ac.uk

Centre for the Prevention of Stroke & Dementia

CPSD is led by Professor Peter Rothwell. The centre carries out research that increases understanding of the causes of cerebrovascular disease. Its aims are to improve prevention of stroke and dementia by earlier diagnosis, more reliable prognostication, and more effective use of existing preventive treatments in routine clinical practice.

For more information visit www.cpsd.ox.ac.uk

Working at NDCN

NDCN actively promotes a healthy work life balance amongst employees through a number of family friendly policies. See <https://hr.admin.ox.ac.uk/staff-benefits> for further information.

The University of Oxford is a member of the [Athena SWAN Charter](#) and holds an institutional Bronze Athena SWAN award. The Department of Clinical Neurosciences holds a departmental Silver Athena award in recognition of its efforts to introduce organisational and cultural practices that promote advancement of gender equality: representation, progression and success for all.



How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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

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)

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

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@ndcn.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** of 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 dependants. 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.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.

