



NUFFIELD DEPARTMENT OF  
CLINICAL NEUROSCIENCES

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

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UNIVERSITY OF  
OXFORD

<b>Job title</b>	<b>Research Nurse/Midwife</b>
<b>Division</b>	Medical Sciences Division
<b>Department</b>	Nuffield Department of Clinical Neurosciences (NDCN)
<b>Location</b>	Kadoorie Centre, John Radcliffe Hospital, Headington, Oxford, OX3 9DU
<b>Grade and salary</b>	Grade 6: £32,332 – £38,205 per annum (pro rata)
<b>Hours</b>	Part time (15 hours / 40%FTE)
<b>Contract type</b>	Fixed-term (6 months) Secondment
<b>Reporting to</b>	Lead Research Nurse
<b>Vacancy reference</b>	174313
<b>Additional information</b>	This is a secondment opportunity within the university

<b>Research topic</b>	Equality, Diversity and Inclusion in Research Delivery
<b>Principal Investigator / supervisor</b>	Dr Sarah Vollam
<b>Project team</b>	Critical Care Research Group
<b>Project web site</b>	<a href="https://www.ndcn.ox.ac.uk/research/critical-care-research-group-kadoorie-centre">https://www.ndcn.ox.ac.uk/research/critical-care-research-group-kadoorie-centre</a>
<b>Funding partner</b>	The funds supporting this research project are provided by NIHR Oxford Biomedical Research Centre



## The role

This role involves the delivery of a project centred on addressing the language barrier for ethnically diverse populations. Working alongside the Critical Care Research Group's delivery team, the post holder will be supported to undertake a project aiming to improve access to research participants for ethnically diverse populations, focussing particularly on translation and interpretation during informed consent. The elements of the project are as follows:

1. Conduct a literature review of current guidance and evidence to support the need for, and practice of, using interpretation and translation to support informed consent.
2. Visit local and national research delivery teams using translation and interpretation in their practice, to gain practical insight into delivery.
3. Work with the Digital Health from Hospital to Home research delivery team, and OUH delivery teams, to understand the needs of the populations participating in our studies.
4. Develop a set of recommendations based on these findings.
5. Implement these recommendations in practice with the studies run by the theme.
6. Evaluate the recommendations and identify next steps.

To gain insight into the challenges specific to our Oxford BRC-funded projects, successful candidates will work with the group's research delivery team. The studies delivered by the team are associated with testing wireless vital signs monitoring for detecting deterioration in patients on acute surgical wards within the Oxford University Hospitals NHS Trust sites. Duties related to research delivery will include but will not be limited to recruitment, data collection and the ethical/regulatory approval process.

This secondment opportunity would suit a research delivery nurse/midwife/AHP working within the University of Oxford with experience of seeking informed consent from participants in a healthcare setting.

## Working Relationships / Reporting Arrangements

You will be accountable to the Lead Research Nurse and will work closely with the Critical Care Research Group and NIHR Oxford BRC Digital Health from Hospital to Home theme, including research nurses, research support assistants, and the Critical Care Group and BRC sub-theme leads (Prof Peter Watkinson and Dr Sarah Vollaam) as well as liaising with external researchers.

Under the clinical direction of the senior researchers, the Critical Care Research Group undertakes research projects to identify early patient deterioration and long-term clinical outcomes of patients who have been admitted to the Intensive Care Unit.

Your primary focus will be the delivery of a project that investigates language and communication barriers in research participation and recruitment. You will be embedded in the research delivery team and support the day-to-day activities of screening and approaching potential research participants while gaining insight into the issues that are the focus of your project.



## Responsibilities

Tasks and duties will differ depending on the needs of the project, but the post-holder should expect to gain experience in some/all of the following:

- Project co-ordination including external site liaison.
- Delivery of teaching sessions both at OUH and elsewhere
- Engagement with new technology and troubleshooting where appropriate.
- Providing study information to patients and their families and being the first point of contact for research related queries
- Recruitment of patients to research studies (including those unable to consent for themselves)
- Research methods and analysis (e.g. literature searches, interviews, observations)
- Attachment of monitoring equipment to patients
- Maintenance of Trial Master File in accordance with regulatory guidelines
- Reviewing medical notes and extracting study relevant data.
- Involvement in the planning of the future projects including collaboration with other clinical areas and research groups.
- Development of study paperwork including protocols, patient information sheets, ethics submissions and standard operating procedures (SOPs)
- Education of both ICU and ward staff on research aims, objectives, and equipment.
- Undertake other duties in the department from time to time as determined commensurate with the grade and responsibilities of this post.

## Selection criteria

### Essential selection criteria

- Interest in equality, diversity, and inclusion in research delivery
- Current experience of the research delivery role
- Support from your team manager.
- Current professional registration with a minimum of one-year post-registration experience.
- Well organised and accurate, able to work autonomously to prioritise tasks with a positive approach to meeting deadlines and problem solving.
- Flexibility with working hours and some adaptability to fluctuating work demands.
- Ability to keep abreast of changing requirements, understand any implications and/or seek expert advice and respond appropriately.
- Ability to communicate clearly, orally and in writing, with colleagues and collaborators at all levels.

### Desirable selection criteria

- Previous experience in clinical research.
- Previous experience in project work
- Experience of literature review
- Interest in pursuing an academic pathway, for example a masters or higher degree



## 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
- Driving on University business
- Work in clinical areas with direct contact with patients (NOT administrative roles)

## 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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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.

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### 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).

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## 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](mailto:recruitment@ndcn.ox.ac.uk).

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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 70<sup>th</sup> 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](http://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](http://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](mailto: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](mailto:committee@oxrss.ox.ac.uk). For more information, see [www.ox.ac.uk/oxrss](http://www.ox.ac.uk/oxrss), Twitter @ResStaffOxford, and Facebook [www.facebook.com/oxrss](http://www.facebook.com/oxrss).

