

# Job description

Job title	Research Nurse (Heart Studies Group)
Division	Medical Sciences Division
Department	Oxford Population Health (Nuffield Department of Population Health, University of Oxford)
Location	Old Road Campus, Headington, Oxford, OX3 7LF
Grade and salary	Grade 6: £32,332 – £38,205 per annum
Hours	Full time (part time considered)
Contract type	Fixed-term - 2 years
Vacancy reference	174946



## About Oxford Population Health

Oxford Population Health (the Nuffield Department of Population Health) provides an excellent environment for multi-disciplinary research and teaching and for professional and support staff. We work together to answer some of the most important questions about the causes, prevention and treatment of disease.

The Department has around 900 staff, students and academic visitors working in a number of world-renowned population health research groups, including the Clinical Trial Service Unit and Epidemiological Studies Unit (CTSU), the Cancer Epidemiology Unit (CEU), the National Perinatal Epidemiology Unit (NPEU) and other groups working on public health, health economics, ethics and health record linkage. It is also a key partner in the Oxford University's Big Data Institute.

In the 2021 Research Excellence Framework (REF), 96% of the research submitted to Unit of Assessment 2: Public Health, Health Services and Primary Care, was ranked either 4\* (world-leading in terms of originality, significance and rigour) or 3\* (internationally excellent in terms of originality, significance and rigour). This comprised research from Oxford Population Health and research from the Nuffield Department of Primary Care Health Sciences. We scored particularly well for having an environment that is conducive to producing research of world-leading quality and enabling outstanding impact, in terms of its vitality and sustainability.

In addition to its research activities, the Department is home to the [MSc in Global Health Science and Epidemiology](#), the [MSc in Clinical Trials](#), and a variety of short courses. Students also come to undertake research for [DPhil degrees](#). Teaching is provided for undergraduates reading for Medicine and for public health doctors in specialist training.

For more information please visit the [Oxford Population Health website](#).

## About the Medical Sciences Division

The Medical Sciences Division is an internationally recognised 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 the [Medical Sciences Division website](#).

## 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 the [Oxford University website](#).

## The role

An exciting opportunity has arisen for a qualified nurse interested in developing their skills as a Research Nurse to join our established team of research nurses and clinicians working on a portfolio of studies at CTSU. The successful applicant will work on the 'Heart Studies Group' portfolio of trials.

Following initial training, the research nurse will run telephone and/or video call clinic sessions based in Oxford for the ASCEND PLUS trial. After some additional training, it is anticipated that the successful applicant will assist with the dealing with incoming enquiries from participants and support ASCEND PLUS trial nurses working at other participating sites in the UK.

ASCEND PLUS is an ongoing national, 20,000 participant, placebo-controlled trial of the GLP1 receptor agonist, semaglutide, in people with type 2 diabetes. ASCEND PLUS is pioneering a novel approach to clinical trial design with participant interactions conducted by telephone or online, and with outcomes of interest being detected by linkage to central NHS records and other healthcare data. Working within an established research team, you will carry out research, which is both of the highest methodological quality and has the greatest possible influence on treatments in people with diabetes.

There may also be opportunities for the successful applicant to work on other trials being run from CTSU, including HPS-4/TIMI 65/ORION-4. This trial will compare Inclisiran sodium 300 mg given by subcutaneous injection versus matching placebo in over 16,000 participants with pre-existing atherosclerotic cardiovascular disease in the UK and North America.

## Responsibilities

Based at the study's coordinating centre in Oxford, following training in the trial's procedures, the successful applicant will work within the relevant teams to deliver a high standard of care to our trial participants. There will also be opportunities to assist with the training of other trial nurses.

You will liaise closely with CTSU's experienced research staff including the other trial nurses and monitors, trial administrators, clinicians, statisticians, and laboratory staff and with trial staff around the UK. You will report directly to Dr Rohan Wijesurendra, Senior Research Fellow & Honorary Consultant Cardiologist.

Areas of responsibility will include:

- Working with the other CTSU Research Nurses to manage the Oxford telephone and on-site trial clinics.
- Conducting ASCEND PLUS trial interviews using a bespoke web-based IT program to recruit and follow-up trial participants. Interview procedures will include:
  - careful assessment of each potential participant's medical history to determine whether they meet the entry criteria for the study;
  - explanation of the trial and obtaining informed consent from participants;
  - providing trial updates and obtaining continued consent from participants if any trial procedures change;
  - obtaining information on symptoms or medical events that may have occurred since the previous visit;
  - encouraging participants with treatment compliance;
  - dealing with routine queries from participants and their GPs.
- Conducting ORION-4 trial interviews using a bespoke web-based IT program to follow-up trial participants. Interview procedures will include:
  - collection, processing and analysis of blood samples;
  - administration of the drug or matched placebo via sub-cutaneous injection;
  - providing trial updates and obtaining continued consent from participants if any trial procedures change;
  - obtaining information on symptoms or medical events that may have occurred since the previous visit;
  - encouraging participants with visit and treatment compliance;
  - dealing with routine queries from participants and their GPs.
- Helping to ensure the smooth operation of the ORION-4 clinic by liaising with central coordinating centre staff to keep stocks and files up to date.
- Collecting documentation from participants' medical records to verify the diagnosis and date of any ORION-4 trial outcome measures reported. This may involve contacting hospitals or GP surgeries in the UK.
- Following further training it is anticipated that you will:
  - Provide local centres with advice and assistance with running each trial and helping to identify and resolve local issues. This may require direct liaison with non-trial staff at local centres.
  - Take calls from trial participants and their doctors, and support the administrative team in clinical matters and by telephoning patients for clarification of information provided.
  - Assist with the training of research nurses from other participating centres.
  - Liaise closely with the other members of the central coordinating team at CTSU to ensure that the nursing requirements for the studies are well understood.
  - Undertake any other duties relevant to this position which may arise during the course of this trial.
  - Have the opportunity to work on other trials in the CTSU portfolio.

The above list is not exhaustive and the role-holder is required to undertake such duties as may reasonably be requested within the scope of the post. All staff are required to act in a professional, cooperative and flexible manner, in line with the requirements of the post.

## Selection criteria

### Essential

- A first level registered nurse with full current UK NMC registration is essential
- Excellent communication skills with the ability to communicate effectively, both orally and in writing, with a wide range of people (e.g. trial participants, investigators and other medical staff, colleagues and other trial-related personnel) and to influence people in a positive manner
- Some knowledge of diabetes and cardiovascular disease and their treatment and management
- A flexible approach to problem solving, and evidence of the ability to show initiative and work independently
- Experience of undertaking structured assessments in a clinical or research setting (e.g. interviewing face-to-face or by telephone)
- Self-motivation and the ability to work independently and within a team to meet deadlines
- Good computer skills, including familiarity with Word, Excel, PowerPoint and e-mail.

### Desirable

- Knowledge and experience of working in clinical trials
- Experience in or an aptitude for training
- Proficient at venepuncture
- An understanding of ICH-GCP

## 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.

### 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:

- Work in clinical areas with direct contact with patients (NOT administrative roles)

## 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](#).

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 your CV and supporting statement **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 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).

## If you need help

Help and support is available from the [HR Systems Recruitment support webpage](#). If you require any further assistance please [email the Recruitment Support team](#).

To return to the online application at any stage, please go to the [University's recruitment website](#). 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\*\*](#). The University's Policy on Data Protection is available on the [\*\*University's Compliance webpages\*\*](#).

### 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\*\*](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\*\*](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.

## 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.

## 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. There is also a [visa loan scheme](#) to cover the costs of UK visa applications for staff and their dependents.

## 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.

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 the [Childcare Services webpages](#).

## 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 the [Disability Support webpages](#).

## 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 on the [Equality and Diversity at Oxford webpages](#).

## 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.