



**THE JENNER  
INSTITUTE**  
DEVELOPING INNOVATIVE VACCINES



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| <b>Job title</b>         | Clinical Research Nurse  |
| <b>Division</b>          | Medical Sciences   |
| <b>Department</b>        | Nuffield Department of Medicine  |
| <b>Location</b>          | Jenner Institute, Centre for Clinical Vaccinology and Tropical Medicine, Churchill Hospital, Oxford, OX3 7LE   |
| <b>Grade and salary</b>  | <p>Grade 7: Salary in range £38,674 - £46,913 per annum (pro rata). This is inclusive of a pensionable Oxford University Weighting of £1,500 per year (pro rata).</p> <p>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: £34,982 – £40,855 per annum</p> <p>This would be discussed with applicants at interview/appointment where appropriate</p> |
| <b>Hours</b>             | Full time  |
| <b>Contract type</b>     | <p>Fixed-term contract until 30 September 2025</p> <p>Funding is provided by the BRC</p>   |
| <b>Reporting to</b>      | Research Nurse Manager   |
| <b>Vacancy reference</b> | 176445   |

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| <b>Additional information</b> | This role meets the eligibility requirements for a Skilled Worker Certificate of Sponsorship under UK Visas and Immigration legislation, but eligibility will depend on the chosen candidate's details so, if a visa is required, this will be determined once the selection has been completed.   |
| <b>About us</b>               | <ul style="list-style-type: none"> <li>University of Oxford - <a href="http://www.ox.ac.uk/about/organisation">www.ox.ac.uk/about/organisation</a></li> <li>Nuffield Department of Medicine (NDM) - <a href="https://www.ndm.ox.ac.uk">https://www.ndm.ox.ac.uk</a></li> <li>Unit - <a href="https://www.jenner.ac.uk/">https://www.jenner.ac.uk/</a></li> </ul>   |
| <b>What we offer</b>          | <p><a href="https://hr.admin.ox.ac.uk/staff-benefits">https://hr.admin.ox.ac.uk/staff-benefits</a></p> <ul style="list-style-type: none"> <li>An excellent contributory pension scheme</li> <li>38 days annual leave</li> <li>A pensionable Oxford University Weighting allowance of £1,500 per annum (pro rata)</li> <li>A comprehensive range of childcare services</li> <li>Family leave schemes</li> <li>Cycle loan scheme</li> <li>Discounted bus travel and Season Ticket travel loans</li> <li>Membership to a variety of social and sports clubs</li> <li>A welcoming and diverse community</li> </ul> |



**Athena  
SWAN**  
Silver Award



## 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 Clinical Research Nurses, as they will support you, in providing clinical cover, training, support and supervision to colleagues and junior staff where appropriate.

## Responsibilities

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.
- Coordinate site monitoring visits in accordance with the monitoring plan and take 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 your 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 your 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.
- 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.
- 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.

## **Selection criteria**

### **Essential**

- Dip HE, BSc, BA or equivalent in adult nursing or other relevant subject.
- NMC Registration.
- Post registration experience in a relevant area of practice.
- Evidence of venepuncture skills and practice.
- Evidence of continuing professional development.
- Excellent written and oral communication skills, evidenced by the ability to explain and interpret procedures clearly and sensitively.
- Demonstrable evidence of good computer literacy (i.e., MS Office)
- Evidence of good organisational skills.
- Evidence of ability to work independently.

### **Desirable**

- Previous experience of clinical research.
- GCP Training.

# 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 to a successful outcome of this assessment.

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

- 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

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)

## 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/research/](http://www.ox.ac.uk/about_the_university/jobs/research/)

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

If you currently work for the University please note that:

- As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.
- Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

## 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](mailto:recruitment@ndm.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**, which with effect from 1 October 2023 will be 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.

