NHS
University Hospitals Birmingham
NHS Foundation Trust

Join us at UHB

Building healthier lives

Welcome from our Interim CEO

Jonathan Brotherton

Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

Kind: the kindness that people show to each other every day
Connected: the connections we build with everyone around us
Bold: the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

Jonathan Brotherton
Interim Chief Executive Officer

JOB DESCRIPTION

Job Title	Clinical trials Administrator
Pay Band	4
Department	Research and Development/Corporate
Division	Corporate
Reports to	B7 Delivery Team Lead
Professionally Responsible to	Lead Research nurse

JOB SUMMARY

The post holder will be a member of one of the many research teams based at one of the UHB sites and responsible for supporting the research staff. They will be responsible for providing data management, and research administrative support, as needed for clinical study activities.

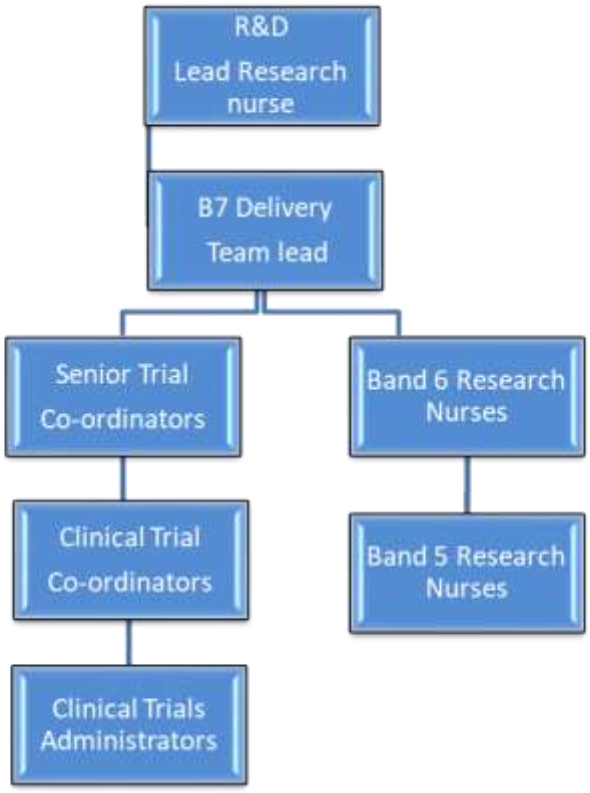
The post holder will be expected to contribute to databases for clinical studies and registries of research patients for local and national research projects.

This will require the post holder to combine their IT knowledge with knowledge of the clinical research process.

We have active Public and Patient Involvement and Engagement programmes that are crucial to our research and the post holder will be involved in supporting these.

The post holder will require excellent communication skills and will need to be able to demonstrate an ability to work under pressure and to tight deadlines.

TEAM/DEPARTMENT STRUCTURE CHART



KEY SKILLS

Study Set up

- To assist with the acquisition and distribution of relevant study documentation.
- To assist in the preparation of research files and regulatory paperwork.
- To establish" site files "for each study in accordance with ICH Good Clinical Practice (GCP) and Research Governance.

Ongoing studies

- To collate and transcribe /export data from medical and other records (paper or electronic) to CRFs (paper or electronic) as required.
- To check recruitment of patients into studies including checking consent paperwork and study specimen records and to ensure that all relevant data has been recorded.
- To assist in ensuring compliance with study protocols and ethical approvals.
- To assist in the preparation of internal and external annual study reports.
- To develop IT tracking systems and ensure safe filing and storage of study documentation and samples in accordance with ICH GCP and research governance.
- To liaise with study sponsors and research governance departments as required.
- To take responsibility for checking and resolving data queries.
- To attend meetings as appropriate and to take notes/minutes on request.

End of Study Responsibilities

- To ensure study paperwork is filed correctly in accordance with the relevant CRF Standard Operating Procedure (SOP).
- To facilitate the secure storage of study documentation in accordance with ICH GCP and Research Governance.

Communication

- To communicate effectively with all disciplines of staff involved in the research study.
- To liaise with outside research agencies such Clinical Trial Units, NIHR Clinical Research Facility, University Clinical Trials Unit and Research Ethics Committees regarding individual research studies.
- To deal sensitively and in a professional manner on the telephone.
- Responding appropriately to difficult and sensitive enquiries to ensure a satisfactory conclusion. Referring to the Research Team as appropriate for clinical responses.
- Liaise with Trust staff, managers and outside agencies in a professional and courteous manner.
- The post holder must be able to communicate information to a wide range of staff groups, i.e. Medical Consultants, Clinical Scientists, Researchers, Academics, Public and Patient groups and external stakeholders.

KEY RESPONSIBILITIES

General Administration

- To carry out general clerical and office management duties and maintain an efficient filing system.
- To ensure compliance with Trusts and University policies on data protection, confidentiality and security.
- To manage Research Databases, updating and developing them where necessary. The post holder will be expected to manage their own workload and to work independently. To collaborate with clinical and administrative staff to support the ongoing development of Database including advising of updates and errors as they arise.

- To be responsible for the retrieval, collation, extraction and entry of accurate data and information, some of which may well be complex clinical information, from study patients into research databases.
- To work in collaboration with Researchers and also assist in developing systems for efficient data collection and input, liaising with medical staff where necessary.
- To be responsible for collecting and submitting clinical data to the clinical teams. The role of this post includes the examination of patient files and laboratory reports for collection and submission of data according to agreed study proforma.
- To provide data from databases & spreadsheets and other information systems to authorised staff upon request.
- To collaborate with the nursing and clinical teams to co-ordinate the submission and collation of data from other sites participating in Research Studies to ensure the accuracy and validity of data collection.
- To be responsible for ensuring that security and confidentiality of information is maintained at all times.
- To expand own knowledge of medical terminology relating to individual research areas and to continually develop of background knowledge of individual disease areas.
- To undertake specific training and development required for effective performance of the post.
- Prioritise all incoming work on a daily basis, including responding quickly and appropriately to urgent/important issues/queries referring to the Research Team where appropriate.
- Liaise with the consultant team, departmental staff within the speciality or support departments to ensure patients progress smoothly and appropriately within and between hospitals and, where necessary, back to GPs.
- Drafting and typing of routine and ad-hoc correspondence and reports on behalf of the nursing team. Preparing presentation notes / slides as required. Taking minutes at specified meetings.
- To undertake other administrative duties to include photocopying, faxing, printing etc.
- Maintain accurate patient records to ensure that they are up to date and all correspondence/ results etc. are correctly filed to defined Clinical Governance standards.
- Develop and maintain up-to-date filing.
- Prepare, label and document samples for investigation adhering to all laboratory Standard Operating Procedures, maintaining sample logs for quality assurance and Good Clinical Practice/Good Laboratory Practice compliance.
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- Using initiative to identify all possible opportunities to anticipate, support and streamline the work and responsibilities of the nursing research team.
- The post holder is required to work on their own initiative on a regular basis and manage their own workload; this will require excellent planning and organisational skills using their own judgment to prioritise their workload effectively.

BUDGETARY AND RESOURCE MANAGEMENT

None

MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES

Act as a resource for colleagues in relation to clinical trials.
The post holder is to continue his/her own professional development keeping updated with current

practice in research

RESEARCH AND DEVELOPMENT

The post holder will work within the Research, Development & Innovation department, and will be directly involved with the administration of trials.
The post holder will be involved in internal audits and preparing for inspections & on occasion and will be expected to assist in the analysis and interpretation of these audits.

EFFORT -

Physical Effort
Sitting at a desk using a computer for prolonged periods. Other activities include meetings and walking to other areas of the Trust. The post holder will also need to go into clinical areas to complete their clinical tasks.
Mental Effort
There is a frequent requirement for prolonged concentration e.g. writing reports, using electronic software packages e.g. Excel, Word, Project Manager.
Emotional Effort
Exposure to sensitive information in relation to research patients and confidential research projects.

TRUST VISION & VALUES

DO NOT AMEND THIS SECTION
The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

Kind: The kindness that people show to each other every day
Connected: The connections we build with everyone around us
Bold: The ability to be bold in how we think, speak and act

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated: 21-Nov-2021 - Added to new template Aug 2022

PERSON SPECIFICATION

JOB TITLE: B4 Clinical Trials Administrator	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	**DESIRABLE**
• Maths & English at GSCE level, Grade C or above (E) • NVQ Level 3 or equivalent comparable experience (E)	• Education to A level or equivalent (D)
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	**DESIRABLE**
• Previous office experience (E) • Evidence of well-developed IT Skills including Microsoft Word, Excel, Outlook etc (E)	• Evidence of administrative or clinical audit experience in an NHS setting (D)
SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
• IT Literate. (E) • Experienced user of reporting tools and ability to update skills as necessary. (E) • Ability to work under own initiative and to prioritise and manage own workload. (E) • Ability to work to deadlines and under pressure. (E) • Accurate and attentive to detail. (E) • Excellent numerical and written skills. (E) • Able to work independently and as part of a team. (E) • Well-developed communication skills. (E) • Ability to seek out information when not readily available. (E)	• Able to produce reports and graphs for internal and external audit purposes as required. (D) • Audiotyping (D)
OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
• Motivated, able and willing to learn. (E) • Evidence of punctuality • Evidence of being able to adapt working hours to a deadline • Evidence of being a team player	• Knowledge of medical terminology and knowledge of Gastroenterology Disease as required for the post. (D) • Working knowledge of patient confidentiality/ Caldicott guidelines (D) • Awareness of Research Governance as far as it affects collection of research Study data (D) • Flexible (D)