STANDARD OPERATING PROCEDURE

STH Researcher

Employment of a Research Nurse/Study Site Co-ordinator
Standard Operating Procedure: STH Researcher

Title: Employment of a Research Nurse/Study Site Co-ordinator

This SOP has been produced in accordance with Medicines for Human Use (Clinical Trials) Regulations 2004 and the Research Governance Framework 2005. This SOP will outline the procedure for the recruitment and employment of Research Nurses/Study Site Co-ordinator (SSC).

Background
The Research Governance Framework 2005 requires each member of the research team be qualified by education and training and experience to discharge his/her role in the study and for ensuring that non-NHS staff employed in research posts hold an honorary NHS contract and that there is clear accountability for both research and clinical practice. Wherever possible, Research Nurses should be employed through the Trust.

Definition
A Research Nurse/Study Site Co-ordinator (SSC) is a professional whose role involves working full or part time with investigators on research projects regardless of funding source or sponsor within the Trust or University. Research Nurses/SSCs are not in this case researchers or Principal Investigators.

Procedure
All investigators/directorates wishing to employ a research nurse/study site co-ordinator must do the following:

1. The investigator notifies the Lead Nurse Research and Development and the Nurse Director and the Research Link Nurse of the clinical speciality where the research nurse will practice.

2. The investigator decides on the responsibilities and requirements of the post holder in relation to the study protocols the research programme and other research staff.

3. The investigator discusses the post with the Lead Nurse Research and Development and the post is matched to one of the Trust core job descriptions for research nurses/SSCs

4. The Lead Nurse Research and Development will produce a job description and job specification incorporating the specialist requirements of the clinical area and the study protocol in collaboration with the Research Link Nurse.

5. The Lead Nurse Research and Development finalises the job description and person spec with the investigator and Group Nurse Director

6. The Investigator and the Research Accountant confirm sufficient funding available/ secured to fund the post. The appropriate line manager seeks confirmation of the amount and the funding duration.

7. The Lead Nurse, Investigator and Nurse Director decide whether to employ the nurse via the CRF or the Clinical Directorate. In cases where grant funding awarded to the University is identified for the salary of the research nurse the nurse may be employed by the University of Sheffield through the CRF.
8. The Lead Nurse makes contact with the Group link nurse (nominated by the group nurse director to be responsible for facilitating arrangements for individual research nurses with directorates) he/she will establish who will be the line manager for the nurse if not employed via the CRF.

9. The employing Directorate will complete the application form for submission to the Vacancy Control Panel which includes the following:

   9.1 Grade of post
   9.2 Route and date for advertisement
   9.3 Closing date for receipt of applications
   9.4 Shortlist completion date
   9.5 Interview date
   9.6 Confirmation of full funding for the post and tenure
   9.7 Network/project specific representative if appropriate

10. The employing Directorate submits the above documentation to Anne Pulfrey, Nurse Director responsible for reviewing all research related posts.

11. The Nurse Director refers queries relating to the employment of the Research Nurse to the Lead Research Nurse.

12. The Nurse Director forwards all satisfactory submissions to the Vacancy Control Panel (VCP)

13. The Vacancy Control Panel reviews the application and supporting documentation and approves or rejects the application.

14. The employing Directorate sets the timescale for the recruitment process and arranges the interview panel and venue.

15. The employing Directorate ensures the VCP approved post is advertised via the personnel department by using one, some or all of the following mechanisms:

   15.1 Internal advertisement using the Trust vacancy bulletin
   15.2 Internal communication via the Research Nurse/SSC register (no charge)
   15.3 External via the RCN Research Co-ordinating centre weekly bulletin (no charge)
   15.4 The NHS Research and Development Forum web site
   15.5 External via publications in the Nursing Times, Health Service Journal and/ or local or national newspapers.

16. The employing Directorate ensures the interview panel for the post is made up of the following personnel:

   16.1 Lead Nurse Research and Development or designate
   16.2 Principal Investigator
   16.3 Matron/Line Manager
   16.4 Network/project specific representative (if appropriate)

17. The employing directorate in liaison with the Lead Nurse Research and Development decide on the format of interview and whether the post warrants an assessment and/or oral presentation.

18. The employing Directorate follow the recruitment procedure according to STH Human Resources Policy.

19. The employing Directorate when confirming a successful appointment must ensure that the following are in place:

   19.1 A period of induction arranged in the CRF and confirmed by the CRF Matron.
   19.2 An honorary contract is applied for all non substantive STH posts.
19.3 A Research Department registration form is completed in full and sent to the Research Administrator, Research Department, 3rd Floor Pegasus House, 463a Glossop Road, Sheffield, S10 2DQ

20. The Research Administrator updates the Research Department Database on receipt of the completed registration form.

21. The Link Nurse is notified of the new research nurse by the Research Administrator.

22. The Link Nurse ensures all activities set out in the link nurse terms of reference and objectives are actioned for the new nurse.