STANDARD OPERATING PROCEDURE

STH Researcher

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

Title: Employment of a University 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-ordinators (SSCs) via the University of Sheffield (the University) with an Honorary Contract with Sheffield Teaching Hospitals NHS Foundation Trust (STHFT).

Background

The Research Governance Framework 2005 requires each member of the research team be qualified by education, training and experience to discharge his/her role in the study. This includes 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. However, there will be instances when research nurses/SSCs will be employed by the University of Sheffield to work on studies involving NHS staff, patients or premises and this SOP outlines how the employment of these individuals should be managed to ensure that it meets all relevant legislative requirements and the obligations of the Trust.

Definition

A Research Nurse/Study Site Co-ordinator 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 utilise the services of a research nurse/study site co-ordinator employed via the University must do the following:

1. The investigator notifies the Lead Nurse Research and Development and the Nurse Director 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 review the job description provided by the University of Sheffield HR Department to ensure it incorporates the roles and responsibilities relevant to the grade and requirements of the study.

5. The Investigator and the Research Accountant in collaboration with the University Research Office will confirm sufficient funding available/secured to fund the post
6. The Lead Nurse and Investigator and Group Nurse Director decide whether to employ the nurse via the CRF or the Clinical Directorate.

7. 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 as an Honorary Contract holder if not employed via the CRF.

8. The University HR Department and Directorate sets the timescale for the recruitment process and arranges the interview panel and venue.

9. The University of Sheffield HR Department will ensure the post is advertised by using one, some or all of the following mechanisms:

   9.1 Internal advertisement using the University vacancy bulletin
   9.2 Internal communication via the Research Nurse/SSC register (no charge)
   9.3 External via the RCN Research Co-ordinating centre weekly bulletin (no charge)
   9.4 The NHS Research and Development Forum web site
   9.5 External via publications in the Nursing Times, Health Service Journal and/or local or national newspapers.

10. The Investigator and Lead Nurse ensures the interview panel for the post is made up of the following personnel:

   10.1 Lead Nurse Research and Development or designate
   10.2 Principal Investigator
   10.3 Matron/Line Manager
   10.4 Network/project specific representative (if appropriate)

11. The recruiting team 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.

12. The recruitment team follow the recruitment procedure according to UoS Human Resources Policy.

13. The recruiting team when confirming a successful appointment must ensure that the following are in place:

   13.1 A period of induction arranged in the CRF and confirmed by the CRF Matron.
   13.2 An honorary contract is applied for all non substantive STH posts.
   13.3 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

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

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

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