


STANDARD OPERATING PROCEDURE

Employment of STH Research Nurse and Non-Medical Research Delivery Staff

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Date effective	01 July 2019	Author	Gail Mills
Related SOPs	SOP C131 Employment of University of Sheffield Non-Medical Clinical Research Staff		

Approved by (Name & Role)	Prof Simon Heller Director of R&D	Date	11 July 2019
Signature:			

Standard Operating Procedure

Employment of STH Non-Medical Clinical Research Staff

This SOP has been produced in accordance with Medicines for Human Use (Clinical Trials) Regulations 2004 and subsequent amendments, and the UK Policy Framework for Health and Social Care Research 2017. This SOP will outline the procedure for the recruitment and employment of non-medical clinical research staff to patient facing roles via Sheffield Teaching Hospitals NHS Foundation Trust (STH NHS FT).

Background

The UK Policy Framework for Health and Social Care Research 2017 requires all the people involved in managing and conducting a research project are qualified by education, training and experience, or otherwise competent under the supervision of a suitably qualified person, to perform their tasks.

Wherever possible, Research Nurses should be employed through STH NHS FT and preferably via the Clinical Research Facilities (CRFs) to ensure appropriate line management and supervision is in place. (CRFs: NIHR Sheffield CRF at Northern General or Royal Hallamshire hospital sites, or Cancer Clinical Trials Centre (CCTC) within Weston Park Hospital.)

Definition

A Research Nurse is a registered 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. The term 'Research Nurse' within this document refers to registered nurses working within clinical research delivery including Research Sisters / Charge Nurses / Research Midwives. Research Nurses are not in this case researchers or Principal Investigators. The principles within this document can also be extended to include non – medical research delivery roles including; (but not limited to) clinical trials assistants, clinical trials coordinators, study site coordinators or clinical support workers.

Procedure

All investigators/ directorates wishing to employ a research nurse must do the following:

1. The investigator notifies the Trust Lead Nurse Research and Development (R&D), and the Nurse Director of the clinical speciality where the research nurse will practice of their intention to recruit.
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 R&D and the post is matched to one of the Trust core job descriptions for research nurses.
4. The Lead Nurse R&D will assist in the review of the job description and job specification incorporating the specialist requirements of the clinical area and the study protocol in collaboration with the Principal Investigator.
5. The Lead Nurse R&D finalises the job description and person specification with the investigator and Group Nurse Director.
6. The Investigator and the Research Accountant confirm that sufficient funding is available or will be secured to fund the post. The appropriate line manager seeks confirmation of the amount and the funding duration.
7. The Lead Nurse R&D, Investigator and Group Nurse Director decide whether to employ the nurse via the CRFs or the Clinical Directorate.
8. The Lead Nurse R&D makes contact with the Trust Research Matron who will act as line manager for the staff member if they are not employed via the CRFs.
9. The employing Directorate supported by the Trust Research Matron (or CRF Matron / Lead Nurse for CCTC as applicable for nurses employed via the CRFs) will complete the 'Approval to Recruit'

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form, obtain the necessary approval signatures and submission to STH HR recruitment team 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 from finance
10. The employing Directorate supported by the Trust Research Matron (or CRF Matron / Lead Nurse for CCTC as applicable for nurses employed via the CRFs) sets the timescale for the recruitment process and arranges the interview panel and venue.
 11. The employing Directorate supported by the Trust Research Matron (or CRF Matron / Lead Nurse for CCTC as applicable for nurses employed via the CRFs) ensures the approved post is advertised on NHS Jobs and TRAC via the STH Human Resources department.
 12. The employing Directorate supported by the Trust Research Matron (or CRF Matron / Lead Nurse for CCTC as applicable for nurses employed via the CRFs) ensures the interview panel for the post is made up of the following personnel:
 - 12.1. Lead Nurse R&D or designate
 - 12.2. Principal Investigator
 - 12.3. Matron / Line Manager
 - 12.4. Network / project specific representative (if appropriate)
 13. The employing directorate in liaison with the Lead Nurse R&D decide on the format of interview and whether the post warrants an assessment and / or oral presentation.
 14. The employing Directorate follow the recruitment procedure according to STH NHS FT Human Resources Policies.
 15. The employing Directorate when confirming a successful appointment must ensure that the following are in place:
 - 15.1. A period of induction arranged in the most relevant CRF and confirmed by the CRF Matron / Lead Nurse for CCTC.
 - 15.2. An honorary contract/Research Passport is applied for all non-substantive STH posts. A Research Department registration form part one and two is completed in full and emailed to ResearchAdministration@sth.nhs.uk or sent to the Research Administrator, Clinical Research and Innovation Office, D floor, Royal Hallamshire Hospital, Glossop Road, Sheffield, S10 2JF.
 16. The Research Administrator updates the Research Department Database on receipt of the completed registration form.
 17. The Trust Research Matron or Matron (or CRF Matron / Lead Nurse for CCTC as applicable for nurses employed via the CRFs) ensures that the Research Administrator is informed when the nurse changes role, directorate or leaves the Trust.

Appendix 1 Documents Associated with the SOP

	Document	S-drive	Website	Database	Author/ owner
1	Approval to Recruit form	S:\General\HR\SOPs\01 Recruitment	N/A	N/A	ES
2	Research Passport Application Form	S:\General\Research Governance\Research Passports_Research Passports	N/A	N/A	ZW
3	NHS to NHS Confirmation of Pre-engagement Check	S:\General\Research Governance\Research Passports_Research Passports	<a href="https://www.sheffieldclinic
alresearch.org/for-
researchers/useful-
documents/forms-and-
guidance/">https://www.sheffieldclinic alresearch.org/for- researchers/useful- documents/forms-and- guidance/	N/A	ZW
4	Clinical Research Registration Form	S:\General\RNF\Research Nurses\Registration	<a href="https://www.sheffieldclinic
alresearch.org/for-
researchers/research-
nurses/">https://www.sheffieldclinic alresearch.org/for- researchers/research- nurses/	N/A	AD