

**UNIVERSITY OF OTAGO**  
**Ōtākou Whakaihu Waka**

**JOB DESCRIPTION**

**ROLE TITLE:** Clinical Research Nurse (Band 2)  
**DEPARTMENT:** Department of Surgery & Critical Care  
University of Otago, Christchurch  
**DIVISION:** Health Sciences

**1. PRIME FUNCTION:**

To co-ordinate the clinical, administrative and data requirements for designated research studies and clinical trials undertaken by the Department of Surgery & Critical Care and the Christchurch Campus.

**2. MAIN OBJECTIVES:**

To provide research nursing support involving patient recruitment, interviewing, data collection and follow up. Support to ethics applications, consenting and taking blood samples may also be required depending on the study.

To practice in a professional manner, adhering to the regulations governing clinical and research practice, and to work within the University's protocols and guidelines.

**3. KEY TASKS:**

Clinical:

- Where delegated ensures research protocols/SOPs are adhered to.
- Manages own participant case load, and supports selected members of the team
- Communicates, assesses and undertakes necessary clinical procedures using nursing skill and expertise in accordance with scope of practice.
- Gives information, education and support to participants and family/whanau
- Ensures research documentation is timely, accurate, and consistent.
- Follow instructions or directions to ensure that trial specific investigations are undertaken as required by the trial protocol.

Fieldwork/Clinical Research:

- Demonstrates specific understanding of the CRNs role in relation to the context of research.
- Contributes to ideas about research.
- Works in accordance to agreed research governance standards or GCRP.
- Works within the parameters set out by the research protocol.
- Facilitates the informed consent process.
- Reports participant recruitment issues.
- Takes part in ensuring own research data are collected in a timely, accurate, and consistent way.
- Follow procedures for storage and eventual destruction of research data.
- Assists in providing information for the production of writing or reports.

Education and Training:

- When requested acts as a resource for specific colleagues.
- Is aware of a range of research methodologies.
- Forms collegial links with other researcher nurses.
- Attend local meetings in relation to research.
- When requested, provides support.

#### Management:

- Provides data to support financial management advice and/or monitoring costing work sheets and budgets.
- Supports the research leadership.
- Provides support for other research nurses and provides cover when directed.
- When requested, attend research team meetings.

#### General:

- Assists others to take personal responsibility for promoting a safe environment and safe patient care by identifying areas of risk.
- Maintains confidentiality at all times.

#### **4. RELATIONSHIPS:**

**Directly responsible to:** Head of Department of Surgery & Critical Care

**Supervision of:** Nil

**Functional relationships with:** Internal:

- Principal Investigators and co-investigators.
- Staff in the Department of Surgery & Critical Care, and the wider university.

External:

- Study participants and family/whanau.
- General practitioners, private radiology and pathology services, and any other relevant organisation or individuals specified in the research study protocol.
- Regulatory staff involved in the organisation's designated research projects.

#### **5. BUDGETARY RESPONSIBILITY:**

Work with the Head of Department, Principal Investigator, Finance Associate or Research Office to meet the budget criteria for specific studies.

#### **6. MĀORI STRATEGIC FRAMEWORK:**

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

#### **7. PACIFIC STRATEGIC FRAMEWORK:**

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

#### **8. HEALTH & SAFETY:**

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

## **9. SUSTAINABILITY:**

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

## **10. PERSON SPECIFICATION:**

- Be registered with the Nursing Council of New Zealand (NCNZ) as a Registered Nurse.
- Hold and maintain a current NCNZ annual practising certificate.
- Ability to interpret clinical data pertaining to surgery.
- Previous clinical research experience would be an advantage.
- Excellent written and verbal communication skills.
- Accuracy and attention to detail with data handling and input.
- Computer skills, with the ability to use spreadsheets, databases, Microsoft word, clinical application systems and internet services.
- Good time management and organisational skills, with the ability to prioritise and use initiative to ensure tasks are completed appropriately.
- Ability to work both autonomously and in a team.
- Ability to flex working conditions and resources to fit in with other team members, handling of new projects or changes in current projects.