### Post Specification

**Post Title:** Network Clinical Research Nurse  
**Post Status:** Specific Purpose contract to cover the maternity leave of a permanent member of staff (expected to be up to August 2011)  
**Department/Faculty:** Discipline of Clinical Medicine  
**Hours:** 37.5 hours per week, (Normally 0900 to 1730 Monday to Friday* and there may be a requirement for night and week-end shift work arrangements)  
*This role may require flexibility (e.g. attending evening clinics) and once the clinical research facility is completed  
**Reporting to:** Initially, Programme Manager for the Dublin Centre for Clinical Research (CRC), and as soon as the Clinical Research Facility is completed, the successful candidate’s reporting line will revert to the Senior Nurse within the Wellcome Trust – HRB Clinical Research Centre at St. James’s Hospital.  
**Location:** Position is based on the St. James’s Hospital campus but the role may require some travel to other teaching hospital locations in the Greater Dublin area and to community based healthcare services  
**Salary:** HSE Staff Nurse Pay scale effective from €30,234 – €43,800* per annum  
(*Candidates should note the last point on the scale €43,800 is a long service increment and payable only following three years on the precedent point).  
**Closing Date:** 12 Noon on Wednesday, 6th April, 2011

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Please note that appointment to this post is contingent on the satisfactory completion of the Garda Vetting Procedure by the successful candidate

### Job Requirements:

**Mandatory**
- Must be registered with an appropriate division of An Bord Altranais  
- Minimum of 3 years post registration experience.  
- Successfully completed degree level or above nursing education OR have completed the RCSI level 9 module for clinical research nurses (OR be willing to complete same within 12 months of post entry).  
- Proven clinical skills  
- Excellent oral and written communication skills
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- Good organisational and analytical / problem solving skills
- Interpersonal skills required to integrate as part of a diverse research team.
- Good IT skills including Microsoft Office (particularly Word, Excel and Powerpoint)

Desirable

- Experience in the field of clinical trials and/or other academic studies.
- Experience in translational “bench to bedside” research
- Proven leadership and management skills
- Open to applications from nurses with a broad range of clinical experience, but particularly interested in applicants with experience of Psychiatry, Respiratory Medicine, Infectious Diseases, Renal Medicine and Rheumatology.

Research responsibilities will include:

- Work within the standard operating procedures and research protocols associated with industry and academic clinical research activities.
- Play an active role in driving ongoing clinical research projects.
- Actively participate in the implementation of clinical investigations and trials
- Assist in ensuring the overall smooth running of clinical research in line with best practice.
- Arrange study specific research meetings if necessary, including staff notification, completion and writing of minutes where applicable.
- Ensure patient confidentiality and dignity is assured and maintained at all times during a clinical trial/research project.
- Take responsibility for maintenance and upkeep clinical research documentation, including: site files, case record forms, monitoring arrangements, data correction and data collection.
- Complete (with the help of the sponsor company if necessary) all ethical and regulatory procedures (submissions, query resolution etc.) for the clinical trial studies you are assigned.
- Review proposed research protocols and provide input to site study feasibility reports (e.g. annual site patient numbers, equipment / test availability etc.)
- Attend investigator meetings as appropriate relative to studies assigned to you.
- Ensure prompt management of all study related correspondence.
- Prepare your studies for Internal / Sponsor / Irish Medicine Board audits as required.
- Ensure that patients are fully informed of all details pertaining to the clinical trial/research project prior to their recruitment.
- Screen patients in order to identify suitable study candidates.
- Ensure that all assigned studies are completed to the highest standards in accordance with ICH-GCP, IMB/EU Directive requirements.
Clinical Practice responsibilities will include:

- Provide nursing or midwifery knowledge, expertise and care to patients participating in a clinical trial.
- Ensure patients have an understanding of their disease and the proposed research and standard treatment options.
- Work with a Multidisciplinary Team in evaluating and treating clinical problems, as they arise in the research settings.
- Be competent in phlebotomy procedures or be willing to train.
- Adhere to nursing policies for St. James's Hospital.
- Ensure continuity of patient care by liaising with outside health care professionals, and those who are involved in clinical work.
- Use agreed protocols to deal with referrals and enquiries from other hospitals
- Promote a safe clinical environment for patients, visitors and staff with due regard to Health and Safety and Risk Management issues.

Professional development

- Maintain professional registration.
- Undertake further education as appropriate to keep updated with changes within the field of Clinical Research.
- Attend and participate in:
  - In service and staff education
  - Staff Conferences
  - Appropriate outside conferences and/or other professional development activities
- Identify nursing/midwifery research opportunities
- Take responsibility for own professional development and updating including maintaining a record of activities.

Quality Assurance

- Help maintain the system for recording clinical activity.
- Demonstrate commitment to evidence based practice.
- Maintain clinical and administrative records and reporting arrangements.
- Provide a high quality efficient and effective service, respecting the needs of each patient.
- Continually monitor the service ensuring it reflects current needs and implement change where required.
Trinity College Dublin

Founded in 1592, Trinity College Dublin is the oldest university in Ireland and one of the older universities of Western Europe. On today’s campus, state-of-the-art libraries, laboratories and IT facilities, stand alongside historic buildings on a city-centre 47-acre campus.

Trinity College Dublin offers a unique educational experience across a range of disciplines in the arts, humanities, engineering, science, human, social and health sciences. As Ireland’s premier university, the pursuit of excellence through research and scholarship is at the heart of a Trinity education. TCD has an outstanding record of publications in high-impact journals, and a track record in winning research funding which is among the best in the country.

TCD has developed significant international strength in its research in eight major themes which include globalisation; cancer; genetics; neuroscience; immunology and infection; communications and intelligent systems; nano and materials science as well as Irish culture and the creative arts. TCD aims to become the world reference point in at least one of these areas of research in the next 10 years.

Its current flagship interdisciplinary research institutes are in areas such as molecular medicine, neuroscience and international integration studies and nanostructures and nanodevices. The construction of Ireland’s first purpose built nanoscience research institute was opened in January 2008, which houses 150 scientists, technicians and graduate students in specialised laboratory facilities. The building also includes an innovative public venue, the Science Gallery. The Biosciences Development is due for completion in mid 2011 and is the most ambitious construction project in Trinity College’s history. This Development will define the scientific research landscape in Trinity College and will allow Ireland to take an international lead on the delivery of quality pharmaceutical and biotechnology research infrastructure. The building will be central to the redevelopment of Pearse Street.

The Library of Trinity College is the largest research library in Ireland and is an invaluable resource to scholars. In addition to purchases and donations accrued over four centuries, the College has had 200 years of legal deposit. By this right Trinity can claim a copy of every book published in Ireland the UK. The Library has over 4.25 million books, 22,000 printed periodical titles and access to 60,000 e-journals and 250,000 e-books. The Library’s research resources also include internationally significant holdings in manuscripts (the most famous being the Book of Kells), early printed material and maps. Its collections and services support the College’s research and teaching community of 15,000+ students and academic staff.

Trinity continues to attract intellectually strong students from Ireland and abroad. More than half of its incoming undergraduates have earned in excess of 500 out of a maximum 600 points in the national Leaving Certificate examination. The accessibility of a Trinity education to all students of ability is also very important. Trinity College was the first university in Ireland to reserve 15% of first year undergraduate places for students from non-traditional learning groups.
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– students with a disability, socio-economically disadvantaged students as well as mature students. The College has met its target in this respect. There is also an exciting international mix of its student body where 16% of students are from outside Ireland and 40% of these students are from outside the European Union. TCD students also have an opportunity to study abroad in other leading European universities through Trinity’s partnership agreements. Students also benefit from a scholar teacher model where they have the opportunity of being taught by world-leading experts in their field. Interdisciplinarity forms a key element in the College strategy in increasing Trinity’s international standing as a research-led university.

Many of Trinity College Dublin’s alumni have helped shape the history of Ireland and Western Europe. They include author, Jonathan Swift, philosopher, George Berkeley, political philosopher, Edmund Burke, wit and dramatist, Oscar Wilde, historian, William Lecky, religious scholar, James Ussher, scientists, John Joly, George Johnstone Stoney, William Rowan Hamilton and physicians, William Stokes and Denis Burkitt.

Two of Trinity College’s alumni have won Nobel prizes – Ernest Walton for Physics in 1951 and Samuel Beckett for Literature in 1968. The first President of Ireland, Douglas Hyde was a graduate as was the first female President of Ireland, Mary Robinson.

The Selection Process in Trinity

- The Selection Committee (Interview Panel) may include members of the Administrative and Academic college community. An External Assessor may also sit on this selection committee.

- Applications will be acknowledged by email. If you do not have confirmation of receipt within 1 day of submitting your application online, please get in touch with us immediately and prior to the closing date/time.

- Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the College regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist.

- Outcomes of interviews are notified in writing to candidates and are issued no later than 5 working days following the selection day.

- In some instances the Selection Committee may avail of telephone or video conferencing for interviews.

- The College’s selection methods may consist of any or all of the following:
  - Interviews
  - Presentations
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- Psychometric Testing
- References

- It is the policy of the College to conduct pre-employment medicals/pre-employment medical screening.

- Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

Equal Opportunities Policy
Trinity College Dublin is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community

Pension Entitlements¹
This is a pensionable position. Details of the applicable Pension Scheme will be provided to successful candidates.

The Normal Retirement Age for pension purposes is 30 September on or after your 65th birthday and the terms of the Public Service Superannuation (Miscellaneous) Provisions Act 2004 presently apply.

Application Procedure

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<tr>
<th>Candidates should submit a detailed cover letter together with a full curriculum vitae to include the names and contact details of 3 referees (email addresses if possible) via e-Recruitment:</th>
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<tr>
<td>APPLICATIONS WILL ONLY BE ACCEPTED VIA E-RECRUITMENT</td>
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<tr>
<td>If you have any query regarding this, please contact:</td>
</tr>
<tr>
<td>Ms. Joanne Smith, Recruitment Executive, Staff Office, House No. 4, Trinity College Dublin</td>
</tr>
<tr>
<td>Tel: +353 1 896 1749</td>
</tr>
<tr>
<td>Email: <a href="mailto:joanne.smith@tcd.ie">joanne.smith@tcd.ie</a></td>
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</tbody>
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¹ The Public Service Superannuation (Miscellaneous Provisions) Act 2004 set a minimum retirement age of 65 and removed the upper compulsory retirement age for certain New Entrants to the Public Sector on or after 1 April 2004. In the December 2009 Budget, the Government indicated its intention to (i) increase the minimum retirement age for all new Public Servants to equal the qualifying age for the Irish State Pension that is anticipated to be 67 for the foreseeable future; and (ii) to again introduce an upper compulsory retirement age of 70 initially. Legislation is pending and this appointment will be subject at all times to the provisions of such legislation.