

## Corporate Job description and Person Specification

Thank you for considering a role at [Cambridge University Hospitals NHS Foundation Trust](#), which includes Addenbrooke's and the Rosie Hospitals.

### About Us

The Trust is one of the largest and busiest hospitals in the country and is a leading clinical and academic centre with a national and international reputation for excellence. This is due to the skill and dedication of the people who work here and it is their teamwork, energy, commitment and imagination that make us one of the best hospitals in the UK.

### Our Values

The Trust's philosophy is to keep the patient at the heart of everything we do and we expect staff to uphold our values of **Together - Safe, Kind, Excellent** at all times. The Trust's Values and Behaviour Standard is attached to this job description; it provides more information about the type of behaviour we expect and love to see, and those we do not want to see. In considering whether to apply for the post you should consider whether you understand and feel able to live our Values.

### Supporting you to be the best you can be

The Trust is committed to bringing the best out of its employees. We want everyone who works here to enjoy job satisfaction and feel proud to be an employee of the Trust. Each pay band has a set of Performance Standards which explains the level of competency and standard of delivery required to perform the role, you can download the performance standard for this post with the application pack. The Trust is committed to providing on-going feedback, development and an annual appraisal discussion.

### Your Health and Well-Being

As a world leading healthcare organisation, CUH is a champion of good health and is committed to providing a smoke free campus to protect its staff, patients and visitors. Smoking is not permitted on the CUH campus and all employees must comply with the requirements of the CUH No Smoking Policy and support the processes and practices in place in relation to patients and visitors.

Your health and well-being are important to us. If you have any concerns about a health condition or disability that you have please read this Job Description and Person Specification carefully to ensure that you would not be putting yourself at risk.

We offer an extensive staff benefits package, including childcare, flexible-working schemes and the NHS pension scheme along with a range of facilities that includes on-site sport and leisure facilities. Do visit our website for more information about working at CUH and living in Cambridge: [Working for us](#)

### Submitting your application

Please read this job description thoroughly before submitting your application. As well as meeting the essential requirements of the person specification, be sure that you can demonstrate commitment to our Values, teamwork, reliable attendance, dedication and the ability to show compassion, care and respect to our patients, visitors and colleagues.

We recommend that you download the 'Information for Applicants - Completing your application' document which provides further details about how to complete each section of your application form and further information about the application process.

<b>Job title:</b>	Clinical Research Practitioner
<b>Band:</b>	5
<b>Hours of work:</b>	37.5 hours per week
<b>Location:</b>	NIHR Cambridge Clinical Research Facility
<b>To whom responsible:</b>	Metabolic Physiologist
<b>Job summary:</b>	<p>Work as part of a team providing a flexible service to investigators to meet specific research protocol requirements for physiological measurements.</p> <p>Perform a range of specialist physiological measurements on subjects participating in clinical research studies.</p> <p>Perform scheduled and day-to-day calibration and maintenance of physiological measurement equipment, working to high standards of safety and accountability within a quality management system.</p> <p>Liaise with clinical, technical and research staff to identify faults and communicate with all clinical areas, with manufacturers and external contractors to resolve technical issues.</p>

## **Key duties and responsibilities:**

### **Core duties and responsibilities - MRA**

Independently perform a range of specific measurements (according to SOPs) for research participants including accurate and timely reporting and documenting

- Actiheart and heart rate monitoring
- Cardiopulmonary exercise testing
- Body composition measurements using the BOD POD
- Gas Exchange Measurements (Gems)
- Dual energy x-ray (DXA) scanning in accordance with local, trust and National policies and regulations.
- Vital signs HCW training
- Sample processing
- Venepuncture

Clearly explain to research participants the measurement procedure(s) they will undergo and answer any questions they may have.

Orientate participants to the Metabolic Research Area

Recruit participants to the metabolic reference data study (CRF149 and CRF400)

Put together and send out feedback reports based on the measurements from the participant's visit.

Input and process data collected from the metabolic equipment such as body composition, Calorimetry and Urine data processing.

Escort participants to MRI scanning department as required.

Undertake verification of consent in accordance with Good Clinical Practice and local consent policy.

Report any adverse event to registered nurse/doctor.

Perform calibrations for specialized equipment within the CCRC in accordance with local policies and procedures.

Participate in the development of displays, posters, handouts etc for open days to promote the work of the CRF.

Participate and contribute to relevant departmental meetings.

Assist with writing, reviewing and updating SOPs for MRA.

To contribute to department audits, projects and teaching sessions.

Undertake food handling for study specific diets in accordance with Trust and local policies and research protocols.

## **Nutrition**

Planning, preparing and carrying out experimental cooking to meet the specific demands of studies.

Prepare and/or reheat food, following the strict hygiene codes needed for various studies requiring specific dietary input.

Serve standardized and manipulated meals to participants as required.

Order and procure foods using the online system

## **Sample handling**

Liaise with Clinical staff at allocation meeting and daily facilities meeting (DFM) as to where support may be needed with sample handling across the CCRC.

Undergo sample handling training and competencies to safely and efficiently process samples according to the specific protocols, SOPs and lab manuals.

Undergo HTA training and support the VAMP tissue bank research study

## **Technical**

Provide specialised clinical technical services for preventative maintenance, servicing, inspection and repair to a wide range of metabolic equipment.

Communicate with clinical users to gain a clear understanding of the nature of problems with equipment. Assess the seriousness and implications of the problem and respond appropriately to the urgency of the user request.

Undertake fault-finding. Apply suitable fault-finding techniques to diagnose problems, which may be due to user error, equipment failure or environmental issues.

Work with great dexterity and precision when calibrating equipment.

Check that equipment performs to manufacturer's specification.  
Carry out calibration, quality control, safety and acceptance testing on equipment in the metabolic research area, according to the specific SOPs.

Provide a 24/7 on-call advice service to MRA staff when subjects are undergoing metabolic measurements.

Consult and work with GSK maintenance staff and external contractors where necessary.

Identify opportunities for enhancement of measurement systems and associated software. Plan and communicate these. **Education**

Supervise students and trainees on placements.

Contribute to the teaching and learning programmes in the department.

Provide training on metabolic research equipment to staff where needed.

Develop a working knowledge of the scientific research projects which the MRA undertake and attend relevant internal meetings and talks.

## **Professional**

Participate in activities relevant to professional development, e.g. attendance at training courses, conferences and scientific meetings and reading of appropriate scientific and medical journals.

Keep up to date with developments in scientific research and leading edge and emerging technologies.

Complete Good Clinical Practice training.

Complete all appropriate training relevant to the post and for future development.

**General Compliance:**

1. To comply with all Trust Policies and Procedures, with particular regard to
 

- Risk Management	- Health & Safety	- Information Governance
- Confidentiality	- Data Quality	- Freedom of Information
- Equal Opportunities	- No Smoking	- Being Open: a duty to be candid
2. All staff have a responsibility to comply with the current infection prevention and control policies, procedures and standards and ensure they have received an annual update on infection prevention and control issues including hand hygiene. All staff should practice and encourage appropriate hand hygiene and act professionally to ensure the hospital environment is clean, safe and tidy.
3. To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
4. To follow all the Trust Security policies and procedures and be vigilant to ensure the safety and secure environment for care.
5. All staff that have access to or transfers any data are responsible for those data, it must be kept secure and they must comply with the requirements of the Data Protection Act 1998 and the common law on confidentiality. All data must be kept in line with the Trust's policies and procedures. Data includes all types of data i.e. patient, employee, financial, electronic, hard copies of printed data or handwritten data etc.
6. The post holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities.
7. The Trust is committed to carefully screening all staff who work with children and vulnerable adults. If this applies to this post, the appointment will be subject to a satisfactory Disclosure and Barring Service disclosure (formerly the CRB disclosure) of the appropriate Level.
8. All staff will receive training on Child Protection -Safeguarding Children Policies and Procedures as part of Induction and updates, this will equip the post holder with the knowledge of what you will need to do if you have concerns about the welfare of a child/young person under aged 18.
9. Participate in an annual Appraisal and Development Review meeting and ensure you are meeting the Trust's Performance Standard for the post.
10. CUH is a smoke free campus. All employees must comply with the requirements of the No Smoking Policy and support the processes and practices in place in relation to patients and visitors
11. To uphold the Trust Values and Behaviours standard.
12. Perform any other duties that may be required from time to time.

**Every post holder can make a difference to a patient's experience. You will come across patients as you walk around the hospital; we rely on all our staff to be helpful, kind and courteous to patients, visitors and each other.**

This job description may be altered to meet changing service needs, and will be reviewed in consultation with the post holder.



# Our Trust values and behaviours

Values	Behaviours	Love to see	Expect to see	Don't want to see
<b>Safe</b> I never walk past, I always speak up	Safety	Shares lessons learned to help others to improve safety.	Always follows agreed safety and wellbeing procedures. Learns from mistakes and asks for help if they need it.	Shows a lack of focus on safety and wellbeing in their day-to-day work.
	Raising concerns	Encourages others to raise concerns about safety or attitude.	Speaks up every time standards on safety, care or dignity are not met. Welcomes feedback.	Keeps concerns to themselves, and rejects feedback about their own behaviour.
	Communication	Seeks ways to enhance understanding of information being communicated to meet people's needs.	Keeps people informed and gives clear explanations in ways people can understand.	Doesn't give people the information they need. Uses jargon inappropriately.
	Teamwork	Encourage others to contribute and demonstrates better ways of working within and across teams.	Works as part of a team. Co-operates and communicates with colleagues. Values other people's views.	Excludes others and works in isolation.
	Reassuringly professional	Is constantly aware that what they say and do affects how safe other people feel.	Is calm, patient and puts people at ease. Takes pride in their own appearance and our environment.	Passes on their negativity/stress. Is critical of other teams or colleagues in front of others. Displays unprofessional appearance.
<b>Kind</b> I always take care of the people around me	Welcoming	Goes out of their way to make people feel welcome.	Is polite, friendly, makes eye contact, smiles where appropriate and introduces themselves. 'Hello my name is...'	Ignores or avoids people. Is rude or abrupt, appears unapproachable/moody.
	Respectful	Applies a broader understanding of the diverse needs of patients/colleagues. Supports others to be themselves.	Treats everyone as an equal and valued individual. Acts to protect people's dignity.	Ignores people's feelings or pain. Makes people feel bullied, belittled or judged.
	Helpful	Thinks about the needs of others. Goes the 'extra mile' for other people.	Is attentive and compassionate, helps people who need help, or finds someone who can. Never walks by.	Makes people feel like a burden: 'It's not my patient / job / problem'.
	Listen	Makes time to listen to people even when busy.	Listens to people in an attentive and responsive manner.	Disinterested, dismissive or talks over people.
	Appreciate	Goes out of their way to make people feel valued for their efforts and achievements.	Encourages people's efforts. Notices when people live up to our values, says thank you.	Doesn't notice or appreciate people's efforts.
<b>Excellent</b> I'm always looking for a better way	Aiming high	Their positive attitude inspires others to achieve the highest levels of quality.	Always aims to achieve the best results.	Accepts mediocrity or moans without looking for solutions.
	Improving	Helps others to find creative solutions to problems and shares good practice.	Suggests ideas for better ways of doing things and looks for opportunities to learn.	Resists change: 'we've always done it this way'.
	Responsible	Shows enthusiasm and energy to achieve excellent results.	Takes responsibility and has a positive attitude.	Avoids responsibility. Blames or criticises others.
	Timely	Always respects the value of other people's time.	Is on time, efficient, organised and tidy. Apologises and explains if people are kept waiting.	Misses deadlines or keeps people waiting, without explanation/apology.
	Makes connections	Helps others to understand how services connect.	Thinks beyond their own job and team to make things easier for people.	Focuses on their own department needs to the detriment of the people they serve.

Together-**Safe** | **Kind** | **Excellent**

**Post Title Metabolic Clinical Technologist**

**Band 5**

**Department NIHR/Wellcome Trust Clinical Research Facility - Metabolic Research Area**

**How evidenced: A = Application Form I = Interview T = Test**

<b>Factors</b>	<b>Essential Criteria</b>	<b>How Evidenced</b>	<b>Desirable Criteria</b>	<b>How Evidenced</b>
<b>1 Qualifications</b>	1. HNC/HND/BEng/BSC Biological Sciences or a scientific subject or equivalent qualification and experience 2. A levels in Maths or Physics	A I	1. GCP training 2. Engineering or technical qualifications	A A
<b>2 Experience</b>	1. Practical experience of working with research participants or patients 1 3. SOP development/ implementation / Quality Assurance 4. Working collaboratively across professions and services 5. Information technology experience	A I	1. Quality assurance: management of data quality from acquisition to reporting 2. Experience in human physiological measurements 3. Experience of working in clinical environments 4. Some experience of computer programming. 5. Practical experience of preventative maintenance, servicing, inspection, repair, calibration, quality control, safety, acceptance testing and procurement. 6. Experience in sample handling	A/I



<b>3 Knowledge</b>	1. Ability to Trouble-shoot instruments and systems 2. Ability to plan, prioritise + co-ordinate own & other work 3. Ability to work collaboratively as part of a multidisciplinary team 4. Ability to work unsupervised to tight deadlines, with attention to detail problem solving / data analysis 5. IT competence particularly in spread sheet applications 6. Excellent verbal and written communication	A I	1. Good presentation skills	A/I
<b>4 Skills</b>	1. Evidence of on-going professional development 2. Willingness to travel regionally and nationally 3. Willingness to work flexible hours including weekends 4. Able to provide 24/7 on call by phone and in person	A/I		

<b>5 Additional Requirements</b>	<p>The ability to understand and behave at all times, towards patients, visitors and colleagues according to the Trust values of <b><i>safe, kind, excellent.</i></b></p> <p><b>The following hazards are associated with this job role:</b></p> <ul style="list-style-type: none"><li>• Manual handling</li><li>• Exposure to skin irritants</li><li>• Shift work or night shifts</li></ul>			
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## Information for Applicants - Terms and Conditions of Employment

This information is a summary of the main terms and conditions for pay, annual leave, hours and pension that is governed by the NHS Terms and Conditions of Service Handbook.

### Pay

The advertisement provided the information about the pay band for this role. All pay bands have a minimum and maximum point with opportunity for pay progression on an annual basis until the maximum point of the band has been reached. This is subject to meeting expected levels of performance. For more information about Agenda for Change Pay please visit: <http://www.nhsemployers.org/your-workforce/pay-and-reward/pay/agenda-for-change-pay>

New entrants to the NHS will normally commence on the minimum point of the pay band. Only in exceptional circumstances where the employee has considerable relevant experience to the post can a higher starting salary be considered. If a current NHS employee applies for a post at a higher band they move onto the higher band receiving a promotional increase in accordance with NHS Terms and Conditions. Current NHS employees transferring on the same pay band retain the same salary.

### Pay Progression

Employees in bands 1-5 receive pay progression on their incremental date (the anniversary of their start date) subject to meeting expected performance standards.

Progression through pay bands 6-9 is conditional on the employee demonstrating the Trust's Values and Behaviour Standard, meeting the Performance Standard for their band and other key compliance requirements. There are special conditions that apply to the receipt of pay progression in the first year of employment for those transferring from other NHS employers.

### Hours

Full time is 37.5 hours per week and is in accordance with the working patterns/rota patterns within the ward/department. These may be changed from time to time depending upon patient / service needs. If the post you have applied for is part time, the salary will be calculated pro rata to 37.5 hours.

If you are required to work nights/weekends/public holidays you will receive the appropriate unsocial hour's enhancements.

### Annual Leave Entitlement

This is dependent on complete years of NHS service.

Years NHS service	Annual leave entitlement per year
0-5 years completed NHS service	<b>202.5 hours</b> (based on 27 days x 7.5 hrs per day) plus public holidays (pro rata for part time)
5-10 years completed NHS service	<b>217.5 hours</b> (based on 29 days x 7.5 hrs per day) plus public holidays (pro rata for part time)
Over 10 years completed NHS service	<b>247.5 hours</b> (based on 33 days x 7.5 hrs per day) plus public holidays (pro rata for part time)

### Pension

Employees are automatically enrolled onto the NHS Pension Scheme upon commencement. There is both an employer and an employee financial contribution to the pension scheme, with the employee contribution ranging from 5% to 14.5% depending upon your salary. New employees will receive a detailed information pack on commencement. For further information about the scheme and how to opt out following commencement, please visit [www.nhsbsa.nhs.uk](http://www.nhsbsa.nhs.uk)