

## **GP Research Fellow Post – Job Description**

<b>Employer:</b>	Allocated host GP practice
<b>Accountable to:</b>	CRN Wessex Associate Clinical Director CRN Wessex Education Lead for Primary Care CRN Wessex Research Delivery Manager, Primary Care
<b>Hours:</b>	3-5 sessions per week as agreed on appointment
<b>Tenure:</b>	1 year
<b>Salary:</b>	£12K per session (inclusive of on-costs – NI and pension contributions)
<b>Key working relationships:</b>	Host GP research practice GP Research Supervisor CRN Wessex Education Lead for Primary Care CRN Wessex Research Delivery Manager, Primary Care Southampton Primary Care Research Centre (Academic Supervision)
<b>Main Purpose:</b>	<p>To support research delivery in primary care into NIHR Portfolio studies across the CRN Wessex geography</p> <p>This post has a clear commitment to provide support for the postholder to advance their ambitions in research as part of a GP clinical portfolio career</p>

## **General Duties and Responsibilities**

- Accept delegated responsibility by supporting the designated research team as Principal/sub-investigator in the coordination and delivery of research as part of a multidisciplinary team for commercial and non-commercial NIHR Portfolio clinical research studies, delivering these studies safely, on time and to target, complying with regulatory requirements
- Responsible for maintaining a high standard of day to day clinical treatment of all patients eligible for and recruited into clinical trials
- Engage as appropriate with all aspects of the development and conduct of research studies, including the submission and maintenance of regulatory documents, the recruitment of subjects and provision of medical oversight. The post-holder will work to ensure that all studies are conducted to Good Clinical Practice in research standards and adhere to the the Medicines for Human Use Regulations (Clinical Trials, 2012) as well as the UK Policy Framework for Health and Social Care Research (2022)
- Attend and contribute effectively to meetings as required
- Attend and complete relevant training pertaining to the delivery of trials. Identify, screen and assess the suitability of practice patients to participate in research according to

specified inclusion/exclusion criteria

- Ensure trial specific investigations and sampling are undertaken as per the protocol to establish eligibility and to ensure safe entry into trials
- Maintain accurate records (paper and electronic) as required by regulatory authorities and the relevant primary care organisations
- Postholders will have the opportunity to attend the local CRN Wessex Research Fellows' Programme educational sessions and to complete the NIHR Associate Principal Investigator scheme
- Contribute effectively to the development and maintenance of the practice, including clinical governance, training and financial management
- Commit to self-learning and instil an ethos of Continuing Professional Development across the host practice/research hub team.
- Review and adhere to practice policies at all times
- Encourage collaborative working, liaising with all staff regularly promoting a culture of Continuous Improvement at all times

**In addition to the primary responsibilities, the GP may be requested to:**

- Participate in host practice audits as required, including MHRA inspection
- Participate in the review of significant and near-miss events, i.e. root cause analysis (RCA)
- Attend relevant induction programme on commencing the role at each research location.
- Complete Emergency Scenario training

**Confidentiality**

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, host practice staff and other healthcare workers. They may also have access to information relating to the host practice as a business organisation. As such information from any source is to be regarded as strictly confidential

**Personal/Professional Development**

- In addition to maintaining continued professional development, the post-holder will participate in any training programme implemented by the host practice as part of their employment, such training to include:
- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development.
- Responsibility for own development, learning and performance and demonstration of skills and activities to others who are undertaking similar work.

**Quality**

The post-holder will strive to maintain quality within the host practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own action, either directly or under supervision
- Work effectively with other individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources

## Communication

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's need for alternative methods of communication and respond accordingly.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Fully qualified GP with GMC registration</li> <li>• Annual appraisal and revalidation (when appropriate)</li> <li>• General practice Vocational Training Scheme trained</li> <li>• On medical performers' list</li> <li>• Enhanced DVB check</li> <li>• UK Driving Licence</li> <li>• Current CPR certificate</li> <li>• UK work permit (if required)</li> <li>• Medical defence union cover</li> <li>• Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• GCP training completed</li> </ul>
<b>Experience &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Chronic disease management</li> <li>• Primary prevention and screening services</li> <li>• Clinical governance</li> <li>• Self-audit and reflection</li> <li>• Organised and efficient in record keeping and completion of paperwork</li> <li>• Time management – being able to prioritise work and work under pressure</li> <li>• Computer literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Keyboard skills</li> <li>• Adaptability to change</li> <li>• Service Development</li> <li>• Knowledge of EMIS/SystmOne clinical systems as appropriate</li> <li>• Previous experience as an investigator</li> <li>• Previous research experience</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Good people skills</li> <li>• Attention to detail</li> </ul>	
<b>Aptitude &amp; Ability</b>	<ul style="list-style-type: none"> <li>• Willingness to share and collaborate across entire primary care teams</li> <li>• Ability to develop and maintain effective working relationships with multi-disciplinary teams</li> <li>• Ability to work flexibly</li> <li>• Ability to recognise own limitations and act upon them appropriately</li> <li>• Willingness to learn new skills and to problem solve on a daily basis</li> <li>• Understanding and adherence to the need for strict confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to input into strategic and practice development requirements</li> <li>• Desire to develop research within the unit</li> <li>• Ability to challenge traditional models of working and to suggest improvements for change in a positive and inclusive manner</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Good Level of Spoken English</li> </ul>	

**Last updated:** 9/11/2022, M Cross