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Post Specification

Post Title:	Research Assistant – Research Nurse
Post Status:	Specific Purpose Contract – Full Time
Research Group / Department / School:	Clinical Research Facility – School of Medicine, Trinity College Dublin, the University of Dublin
Location:	Clinical Research Facility, St. James' Hospital, Dublin 8 Ireland.
Reports to:	Clinical Nurse Manager 2
Salary:	Appointment will be made on Scale In line with HSE guidelines and research experience will be taken into consideration. €43,872 to €55,093
Hours of Work:	37.5 Hours
Closing Date:	12 Noon (GMT), 01 May 2025

Please note that Garda vetting will be sought in respect of individuals who come under consideration for a post

Post Summary

This position will involve working with a team of research nurses in an established Clinical Research Facility at St James's Hospital. Research projects will range from investigator lead studies to Clinical trials involving investigational medicinal products across a wide disease spectrum. Dynamic, flexible nurses with a strong clinical skill set are invited to apply for this position.

Standard Duties and Responsibilities of the Post

Research responsibilities will include:

- To work within the standard operating procedures and research protocols associated with industry and academic clinical research activities in accordance to Good Clinical Practice.
- To play a proactive role in driving on-going clinical research projects through participant recruitment, participant follow-ups, identifying problems early and regular feedback with Principal Investigator and research team.
- To actively participate in the implementation of clinical investigations and trials.
- To assist in ensuring the overall smooth running of clinical research in line with best practice, ICH-GCP and within the scope of the protocol.
- To arrange study specific research meetings if necessary, including staff notification, completion and writing of minutes where applicable.
- To ensure participant confidentiality and dignity is assured and maintained at all times during a clinical trial/research project.
- To take responsibility for maintenance and upkeep clinical research documentation, including: site files, case record forms, monitoring arrangements, data correction, data collection and data entry.
- To 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.
- To review proposed research protocols and provide input to site study feasibility reports (e.g. annual site participant numbers, equipment / test availability etc.)
- To attend investigator meetings as appropriate relative to studies assigned to you.

- To ensure prompt management of all study related correspondence.
- To prepare your studies for Internal / Sponsor / HPRA Health Products and Research Authority audits as required.
- To ensure that participants are fully informed of all details pertaining to the clinical trial/research project prior to their recruitment.
- To screen participants to identify suitable study candidates.
- To ensure that all assigned studies are completed to the highest standards in accordance with ICH-GCP, HPRA/EU Directive requirements.
- To carry out other duties as appropriate to the post as may be assigned from time to time by the CRF Director and/or the CRF CNM2/ADON.

Clinical Practice responsibilities will include:

- Provide nursing expertise and care to participants participating in a clinical trial.
- Ensure participants 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 and procedures for TCD and 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 participant.
- Continually monitor the service ensuring it reflects current needs and implement change where required.

Other duties and responsibilities may be specified from time to time at the discretion of the management.

Funding Information

Health Research Board together with grants from Various studies.

Person Specification

Qualifications

Knowledge & Experience (Essential & Desirable)

- Must have current registration as a general nurse with the Nursing and Midwifery Board of Ireland.
- Have a minimum of 4 years post registration experience in an acute hospital setting (within the last 7 years).
- Have proven clinical skills such as venipuncture, current IV policy, basic life support training and ability to provide safe and high-quality nursing care to a wide variety of research participants across different disease spectrums.
- Have experience of working on clinical trials or within a research setting.

- Ability to work within scope of practice in a confident and safe manner, ensuring professional accountability and adherence to hospital policies and protocol.
- Have excellent oral and written communication skills – requires attention to detail and meticulous record keeping.
- Have excellent organizational and ‘problem solving’ skills.
- Ability to work independently, self-directed but also works well within a team and under supervision and direction.
- Ability to monitor performance of self and others against set standards.
- Have the interpersonal skills required to integrate as part of a diverse research team and the ability to relate to a broad spectrum of research participants.
- Have good IT skills including Microsoft Office, email etc.
- Share knowledge and expertise with other staff.
- Develop specialist skills to support research studies, under supervision.

Skills & Competencies

- Experience in the field of clinical trials of medicinal products or medical devices.
- Experience in translational “bench to bedside” research
- Certificate in Good Clinical Practice (ICH-GCP)

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Application Procedure

Applicants should submit a full Curriculum Vitae to include the names and contact details of 2 referees (including email addresses), to:-

Derval Reidy reidyde@tcd.ie

Further Information for Applicants

URL Link to Area	www.tcd.ie
URL Link to Human Resources	https://www.tcd.ie/hr/

GARDA CLEARANCE:

Police vetting will be sought in respect of individuals who come under consideration for a post.

PLEASE NOTE: Applicants will be required to complete and return a Garda vetting form should they come under consideration for appointment. In some cases they may be requested to complete the form on the day of interview. This form will be forwarded to An Garda Síochána (Irish Police) for security checks on all Irish addresses at which they have resided. An Garda Síochána will make enquiries with the Police Service of Northern Ireland with respect to addresses in Northern Ireland. If an applicant is not successful in obtaining the post for whatever reason, this information will be destroyed. If an applicant, therefore, subsequently comes under consideration for another position, they will be required to supply this information again.

While applicants must complete information in relation to all addresses at which they have resided, the vetting is only done on addresses on the island of Ireland.

If an applicant has resided / studied in countries outside of Ireland for a period of 6 months or more, it is mandatory for them to furnish a Police Criminal Records Check/ Police Certificate from those countries stating that they have no convictions recorded against them while residing there. Applicants will need to provide a separate Police Criminal Records Check/ Police Certificate for each country in which they have resided. The Police Criminal Records Check/ Police Certificate must be dated after the date the applicant left the relevant country. Applicants should provide documentation in the English and/or Irish language. Translations must be provided by a registered translation company/institute in the Republic of Ireland; all costs will be borne by the applicant. Only original version documents will be accepted.

Applicants should be aware that any information obtained in the Garda Vetting process can be made available to the employing area.

It is the responsibility of the applicant to seek security clearances in a timely fashion as they can take some time. No applicant will be appointed without this information being provided and being in order.

The following websites may be of assistance in this regard:

www.disclosurescotland.co.uk

www.psni.police.uk

This website provides information on obtaining a national police clearance certificate for Australia

www.afp.gov.au

This website provides information on obtaining police clearance in New Zealand.

www.courts.govt.nz

For other countries not listed above applicants may find it helpful to contact the relevant embassies who could provide information on seeking Police Clearance. Original Police Clearance documentation should be forwarded to Human Resources where it will be copied and the original returned to the applicant by post. **Any cost incurred in this process will be borne by the Applicant.**

Trinity College Dublin, the University of Dublin

Trinity is Ireland's leading university and is ranked 98th in the world (QS World University Rankings 2023). Founded in 1592, the University is steeped in history with a reputation for excellence in education, research and innovation.

Located on an iconic campus in the heart of Dublin's city centre, Trinity has 18,000 undergraduate and postgraduate students across our three faculties – Arts, Humanities, and Social Sciences; Engineering, Mathematics and Science; and Health Sciences.

Trinity is ranked as the 17th most international university in the world (Times Higher Education Rankings 2020) and has students and staff from over 120 countries.

The pursuit of excellence through research and scholarship is at the heart of a Trinity education, and our researchers have an outstanding publication record and strong record of grant success. Trinity has developed 19 broad-based multidisciplinary research themes that cut across disciplines and facilitate world-leading research and collaboration within the University and with colleagues around the world. Trinity is also home to 5 leading flagship research institutes:

- Trinity Biomedical Sciences Institute (TBSI)
- Trinity College Institute of Neuroscience (TCIN)
- Trinity Translational Medical Institute (TTMI)
- Trinity Long Room Hub Arts and Humanities Research Institute (TLRH)
- Centre for Research on Adaptive Nanostructures and Nanodevices (CRANN)

Trinity is 1st in Europe for Producing Entrepreneurs for the 7th year in a row and Europe's only representative in the world's top-50 universities (Pitchbook 2021-2022).

Trinity is home to the famous Old Library and to the historic Book of Kells as well as other internationally significant holdings in manuscripts, maps and early printed material. The Trinity Library is a legal deposit library, granting the University the right to claim a copy of

every book published in Ireland and the UK. At present, the Library's holdings span approximately 6.5 million printed items, 400,000 e-books and 150,000 e-journals. With over 120,000 alumni, Trinity's tradition of independent intellectual inquiry has produced some of the world's finest, most original minds including the writers Oscar Wilde and Samuel Beckett (Nobel laureates), the mathematician William Rowan Hamilton and the physicist Ernest Walton (Nobel laureate), the political thinker Edmund Burke, and the former President of Ireland Mary Robinson. This tradition finds expression today in a campus culture of scholarship, innovation, creativity, entrepreneurship and dedication to societal reform.

Rankings

Trinity College Dublin is the top ranked university in Ireland. Using the QS methodology we are ranked 98th in the world and using the Times Higher Education World University Ranking methodology we are 146th in the World.

- Trinity College Dublin is Ireland's No.1 University (QS World University Ranking 2023, Times Higher Education Rankings 2022)
- Trinity is ranked 98th in the World (QS World University Ranking 2023)
- Trinity is ranked No.1 in Europe for Producing Entrepreneurs for the 7th year in a row Pitchbook 2021-2022

Full details are available at: www.tcd.ie/research/about/rankings.

The Selection Process in Trinity

The Selection Committee (Interview Panel) may include members of the Academic and Administrative community together with External Assessor(s) who are expert in the area. Applications will be acknowledged by email. If you do not receive confirmation of receipt within 1 day of submitting your application online, please contact the named hiring lead on the job specification 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 University 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. The University's selection methods may consist of any or all of the following: Interviews, Presentations, Psychometric Testing, References and Situational Exercises.

It is the policy of the University to conduct pre-employment medical screening/full pre-employment medicals. Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

Applications from non-EEA citizens are welcomed. However, eligibility is determined by the Department of Business, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations <https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Highly-Skilled-Eligible-Occupations-List/> and the Ineligible Categories of Employment are set out in Schedule 4 of the Regulations <https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/> . Non-EEA candidates should note that the onus is on them to secure a visa to travel to Ireland prior to interview. Non-EEA candidates should also be aware that even if successful at interview, an appointment to the post is contingent on the securing of an employment permit.

Equal Opportunities Policy

Trinity is an equal opportunities employer and is committed to employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community. On that basis we encourage and welcome talented people from all backgrounds to join our staff community. Trinity's Diversity Statement can be viewed in full at <https://www.tcd.ie/diversity-inclusion/diversity-statement>.

Pension Entitlements

This is a pensionable position and the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 will apply in relation to retirement age for pension purposes. Details of the relevant Pension Scheme will be provided to the successful applicant.

Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.

Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Application Procedure

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Applicants should submit a full Curriculum Vitae with cover letter to include the names and contact details of 2 referees (including email addresses), to:-

Derval Reidy ADON

Email: reidyde@tcd.ie

