NUFFIELD DEPARTMENT OF OBSTETRICS & GYNAECOLOGY

Job description and selection criteria

Job title	Research Nurse
Division	Medical Sciences
Department	Nuffield Department of Obstetrics & Gynaecology (NDOG)
Location	NDOG, Level 3, Women's Centre, JR Hospital, Oxford
Grade and salary	Grade 7: £29,249 - £35,938 p.a.
Hours	Full time
Contract type	Fixed term to 28/02/2014
Reporting to	Dr Christian Becker, Senior Clinical Research Fellow and Dr Krina Zondervan, Senior Scientist
Vacancy reference	102659
Additional information	Responsibility for patient recruitment in and data management of a research programme aimed to establish an endometriosis biological sample & epidemiological study resource

Introduction

The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 21,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes 5,900 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and 2,820 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2010/11 was £919.6m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £376m p.a., and more than 70 spin-off companies have been created. For more information please visit www.ox.ac.uk

Medical Sciences Division

The Medical Sciences Division, within which the Nuffield Department of Obstetrics & Gynaecology is located, is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care

For more information please visit: http://www.medsci.ox.ac.uk/

Nuffield Department of Obstetrics & Gynaecology

NDOG has a long-standing interest in the fields of reproductive medicine (including developmental biology), gynaecological oncology and maternal/perinatal health. There are approximately 110 people working in the department, including senior academic staff, research support staff, clerical and technical staff, and graduate students (including clinicians) carrying out research towards a higher degree. There are also a number of visiting researchers from many parts of the world. The average annual expenditure is approximately £7.0 million, of which over 75% comes from outside sources.

NDOG encompasses multi-disciplinary research across a wide range of important issues in human reproduction and applied basic science. This includes genetic studies, the dissection of molecular, biochemical and cellular mechanisms underlying normal and aberrant reproductive tissue function, including malignancy, through to clinical studies in women's health, pregnancy and fetal growth, in collaboration with the University departments of Engineering Science and Paediatrics.

The clinical and laboratory programmes are based in the Women's Centre and there are collaborations with the School's Institutes, the University's Science Departments and with researchers outside Oxford, in the UK and abroad. In addition, the research activities of the department have been enormously enhanced over many years as a result of the partnership with the Oxford Fertility Unit (based in the new Institute of Reproductive Sciences), which has led to the creation of an MSc in Clinical Embryology.

NDOG plays a leading role in the Oxford Comprehensive Biomedical Research Centre (BRC), Women's & Children's Health Theme. This is a partnership between the Oxford University Hospitals NHS Trust and the University, made possible by a grant from the National Institute for Health Research (NIHR) under the programme "Best Health for Best Research". The BRC was founded on 1 April 2007 through a competitively awarded grant of £57.5M over 5 years from the NIHR to facilitate University and NHS researchers working in partnership to translate scientific advances into improved clinical care, assessed by outcomes that are relevant to patients and their families.

For more information please visit: http://www.obs-gyn.ox.ac.uk/

Job description

Scientific Background

Up to 10% of all women are affected by endometriosis during their reproductive years. Endometriosis is a condition in which cells that normally line the uterus (the 'endometrium') are found in other sites in the pelvis, mainly on the ovaries and pelvic wall. It can at present only be reliably diagnosed through surgery. Symptoms typically include severe lower abdominal pain, painful periods and infertility. Current diagnostic and treatment options are far from optimal resulting in recurrence rate of up to 50% after 5 years. Drs Becker and Zondervan each lead multi-disciplinary research groups focussing on improving our understanding of the causes of endometriosis and ways in which diagnosis and treatment can be improved.

Dr Becker's lab (http://www.obs-gyn.ox.ac.uk/research/christian-becker) focuses on the identification of biomarkers and novel therapeutic approaches with particular focus on angiogenesis (formation of blood vessels). His group has established methods to isolate endothelial cells from human tissue, and aims to screen these cells for potential 'biomarkers' that could indicate the presence of endometriosis without the need to undergo surgery. The group has established various very active national (WIMM; Wellcome Trust Centre for Human Genetics) and international collaborations (Harvard Medical School; University of Pennsylvania).

Dr Zondervan's group is based both at NDOG (http://www.obs-gyn.ox.ac.uk/research/krina-zondervan) and the Wellcome Trust Centre for Human Genetics (http://www.well.ox.ac.uk/zondervan). Using epidemiological approaches, her group aims to identify genetic variants that influence a woman's risk of endometriosis, how these variants affect molecular pathways, and how environmental risk-factors influence these process. It is hoped that the group's findings will ultimately result in the development of non-invasive diagnostic tools, novel therapeutic interventions, or improved methods of risk prediction both in high-risk families as well as the general population. The group has many active national and international collaborations. Dr Zondervan is one of the Principal Investigators of the International Endogene Consortium, aiming to uncover the genetic background of endometriosis through large-scale collaborative research.

To allow future in-depth and integrated genetic, biological, and epidemiological studies of endometriosis, the two groups aim to establish a biological sample and epidemiological resource from women diagnosed with endometriosis and endometriosis-free controls. For this purpose, women who are about to undergo a laparoscopy for symptoms suggestive of endometriosis, or for tubal sterilisation, are asked to complete a comprehensive questionnaire and to allow blood, urine, saliva, abdominal fat, and endometrial/endometriotic tissue samples to be taken. Other women who might undergo medical treatment will be asked to provide blood, urine and saliva samples. Preliminary recruitment has started at Oxford to provide pilot data. We now require a dedicated Data Resource/Study Manager to take overall responsibility for recruitment into and data management of the study in Oxford, and to liaise with collaborators (inter)nationally. In particular, we are collaborating with two research groups (Dr S. Missmer, Harvard University Boston, USA and Prof G. Montgomery, Queensland Institute of Medical Research, Brisbane, Australia) who are planning to collect similar data and with whom we will be sharing protocols and data.

Overview of the role

The Research Nurse will 1) be responsible for patient recruitment including liaison with other collaborative centres (nationally and internationally); 2) collect blood, urine and saliva samples from patients and hand out and discuss questionnaires with patients; 3) play an active role in the development of a barcoding system for storage of samples and associated protocols, and ensure systematic and accurate documentation of these; 4) be responsible for the timely laboratory-based processing of samples prior to storage; 5) play an active role in the development of a secure database dedicated to the study; 6) be responsible for the development and implementation of quality control processes, including the identification of issues in current protocols either locally (through personal experience) or in collaborating centres (through effective communication) and suggesting of appropriate amendments, to ensure the collection of high quality data and samples; 7) liaise with Group Heads and other researchers wishing to use the resource for their studies; 8) take initiative in communicating and liaising with other Research Nurses/Study Managers responsible for other studies at NDOG as well as NHS clinical service facilitators within the Women's Centre.

It is expected that the successful candidate will be highly motivated, organised, productive, and have excellent communication skills to establish good relations with patients, researchers, and support staff. The Research Nurse will be an integrated member of both the Becker and Zondervan Research Groups, and benefit from interaction with researchers and other Research Nurses/Study Managers across NDOG.

Responsibilities / duties

- Act with care and sensitivity, with a degree of pastoral / welfare responsibility to recruit patients into the study including gaining informed consent, ensuring capture of all weekly clinics at the Women's Centre.
- Collect, process and store the biological samples collected from study participants
- Ensure accurate and systematic documentation of all protocols, as well as sample and clinical data storage.
- Liaise with academic and clinical colleagues in NDOG as well as collaborators outside the department.
- Develop/improve existing protocols where required, and prepare any amendments to Ethics Committee applications
- Develop and implement quality control procedures in data collection and storage
- Aid with the development of a barcoding system for sample collection.
- Aid with the development of a dedicated, secure database for the storage of patient and sample information, and responsibility for keeping this database up to date.
- Carry out troubleshooting of problems with equipment, protocols etc, and refer to appropriate staff if resolution is not easily reached.
- Report/feedback any problems encountered.
- Follow appropriate Health & Safety procedures, observe local codes of practice and observe & (if necessary) write COSHH assessments for all procedures used.
- Maintain clear records, process data accurately and present results in a form that can be easily scrutinised and assessed.
- Take an active interest in endometriosis and other research being conducted in the department.
- Offer advice and guidance relating to the data collected as part of the research project, and the database, as well as act as a point of reference for individuals enquiring about the research project, wishing to use the data, or collaborate.
- Liaise and communicate efficiently and effectively with national and international

collaborators, providing advice on research and data collection protocols, and feedback results.
- Participate in data analysis and present results to collaborators and the academic community.

Selection criteria

Essential

- A degree in nursing or midwifery with interest/experience in biological studies, or a relevant degree in (bio)medical or biological sciences with experience in patient-based research, for instance through management of clinical trials.
- Experience with biological sample collection and basic processing
- Excellent communication skills, enthusiasm and a willingness to work closely and co-operatively with others.
- A pro-active attitude in problem identification and solving, and the development and improvement of study protocols.
- Ability to carefully follow written procedures and attention to detail in study management and recording results.
- A high level of organisational skills
- Good IT skills including experience with Microsoft Office software
- Reliability & flexibility.
- NMC Registration

Desirable

- Experience of working in a biomedical laboratory
- Experience with database software

Working at the University of Oxford

For further information about working at Oxford, please see:

http://www.ox.ac.uk/about_the_university/jobs/research/

How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and supporting statement. The supporting statement should describe what you have been doing over at least the last 10 years. This may have been employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

All applications must be received by **midday** on the closing date stated in the online advertisement.

Information for Priority Candidates
A priority candidate is a University employee who is seeking redeployment owing to the fact that he or she has been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments and this letter ***must*** *be attached to any application they submit.*

The priority application date for this post is midday on Tuesday 17th April 2012.

Full details of the priority application process are available at:
http://www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk

To return to the online application at any stage, please click on the following link www.recruit.ox.ac.uk

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.