



Being there for *you*  
and *your family*

## JOB DESCRIPTION

- JOB TITLE:** Research Fellow
- HOURS OF WORK:** 32 hours per week (Fixed term 30 months)
- LOCATION:** Based at LOROS, Groby Road, Leicester
- RESPONSIBLE TO:** Research Manager
- FINANCIAL:**

### JOB SUMMARY:

Fixed Term Contract for 30 months, 85% WTE  
LOROS is seeking to appoint a Research Fellow in the Education and Research Department to work on a recently awarded NIHR funded qualitative project.

The project is entitled: **Thinking Ahead about Medical Treatments in Advanced Illness: A qualitative study of barriers and enablers in end-of-life care planning with patients and families from Black, Asian and Minority Ethnic (BAME) backgrounds.** This study will explore how terminally ill patients with advanced illness from BAME backgrounds and their family care givers (FCGs) think ahead about deterioration and dying and whether and how they engage with healthcare professionals (HCPs) in end-of-life-care planning (EOLCP).

Working with others in the research team you will help the PI manage and deliver the three workstreams of the project:

1. Longitudinal patient-centred case studies with 20 patients, triangulating different data sources including baseline and follow up interviews over 3 months with patients, FCGs and HCPs and review of clinical case notes.
2. Interviews with 20 bereaved BAME FCGs who have experienced the loss of a family member from advanced illness.
3. Stakeholder workshops in Nottingham and Leicester which will inform the production of an e-learning module and guidance notes to enhance the practice of the health and social care workforce. Fictionalized, real-life scenarios and EOLCP practices derived from the data will be presented and discussed.

You will work with a multidisciplinary team of academics, clinicians, researchers and Patient and Public advisors. You will be accountable to the Chief Investigator, Professor Christina Faull, and responsible to (line manager) the LOROS Research Manager. You will work under the supervision and direction of the Project Manager and Principal Investigator Dr Zoebia Islam and in consultation with the project management group and Study Steering Committee. The project requires close working with a range of external partners across Leicester, Leicestershire, Nottingham and Nottinghamshire.

Day to day working relationships will be with the project Research Associate (to be appointed), Zoebia Islam, Kristian Pollock (co-applicant based at Nottingham University) and Emma Bowler LOROS research team administrator.

You will also liaise with the project's Patient Care and Bereaved Relative Research Consultation Group (PCBR).

You will have experience of health services research and a good first Degree and PhD in a relevant field. We especially welcome researchers with experience in qualitative research in palliative care and with patients from diverse ethnic communities. You will be a good communicator, be highly organised, rigorous and accurate in your work, and have excellent writing skills.

Due to its nature, this role will involve independent travel on a regular basis throughout Leicestershire and Nottinghamshire.

Informal enquiries are welcome and should be directed to:  
Dr Zoebia Islam: [Zoebiaislam@loros.co.uk](mailto:Zoebiaislam@loros.co.uk)

## **RESEARCH DUTIES INCLUDE:**

To work with members of the research team to deliver the three workstreams (WS) of the study entitled: **Thinking Ahead about Medical Treatments in Advanced Illness: A qualitative study of barriers and enablers in end-of-life care planning with patients and families from Black, Asian and Minority Ethnic (BAME) backgrounds. Your role will include but not be limited to the following:**

### **You will:**

- a. Work with the research team and participant identification centres to support preparation and set-up of the study, including liaison with professionals, R&I departments and community organisations.
- b. Recruit participants for case studies including patients, their FCGs and HCPs. Consent participants and conduct interviews.

- c. Work with others to analyze and triangulate case study data sources including baseline and follow up interviews over 3 months with patients, FCGs and HCPs and review of clinical case notes.
- d. Recruit, consent and conduct interviews with bereaved BAME FCGs who have experienced the loss of a family member from advanced illness.
- e. Lead the analysis of data from bereaved FCG interviews.
- f. Support recruitment, set-up and facilitation of participants for stakeholder workshops in Nottingham and Leicester to inform the production of an e-learning module and guidance notes, hosted by Health Education England e-End of Life Care for All Programme.
- g. Support development of fictionalized, real-life scenarios and EOLCP practices derived from the data which will be presented and discussed at the stakeholder workshop.
- h. Collate and analyse data and information collected in the stakeholder workshops.
- i. Ensure that all work undertaken is in line with research protocols, ICH GCP, Research Governance guidelines and all relevant organisational SOPs.
- j. Identify, screen, consent and recruit participants for the research study using agreed protocols in accordance with ICH-GCP, Research Governance guidelines and all relevant organisational SOPs.
- k. Attend meetings, both internal and external, to represent the research team as required.
- l. Undertake any research specific training required for the role – ICH GCP training, consent training, etc.
- m. Attend in-service training, conferences and study days at the discretion of the Research Manager or the Clinical Lead for Research.
- n. Attend meetings and learning sessions having an active role in the presentation of research information.
- o. Assist with the management of the research study finances and the associated reports.
- p. Prepare project newsletters and interim reports.
- q. Maintain the project website.

- r. Support the CI and PI in the development of the E-learning Module.
  - s. Work with project partners to facilitate dissemination of study findings.
2. To work with clinical staff, NHS clinicians and managers, as well as a wide range of academic staff and other stakeholder groups via formal group/committee work, informal networks and one-to-one liaison.
  3. To contribute to the production of high quality reports and other outputs, to contribute to presenting work at national meetings and to publishing work in international high quality peer reviewed journals.

**ADMINISTRATIVE DUTIES INCLUDE:**

1. Working as part of the team to ensure that all documentation is completed and maintained to a high standard and in line with ICH GCP and regulatory and governance requirements.
2. To have knowledge of and comply with the Data Protection Act / General Data Protection Regulation (GDPR) and Information Governance requirements for research.
3. Maintaining a safe and secure environment. Attending fire and security lectures as required.
4. Being aware of the Health and Safety at Work Act, ensuring that related procedures are carried out correctly and recording all accidents to patients, staff and visitors.
5. Following LOROS Hospice procedure for maintenance and repair of equipment.
6. Being aware of any complaints, and taking appropriate action by reporting in accordance with LOROS Hospice policy.
7. Maintaining confidentiality of patients and relatives.
8. Participating in audit and other quality assurance initiatives.

**GENERAL:**

1. All staff are subject to Equal Opportunities Legislation, the Data Protection Act and LOROS Confidentiality Policy.
2. To carry out and comply with the prevention and control of infection as per LOROS policies and procedures.

3. All staff are subject to LOROS policies, procedures and conditions of service, with reference to the Health and Safety at Work Act 1974.
4. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
5. Co-operate with their employer as far as is necessary to meet the requirements of the legislation.
6. All staff should be aware of and aim to contribute to LOROS' Vision and Mission and also strive to exhibit the Values & Behaviours at all times (see attached document).

**This job description is not exhaustive, but gives a broad indication of the duties and responsibilities of the post. The post-holder will be expected, after due discussion, to co-operate with any changes which may prove desirable that are relevant to their role.**

Signed..... Date.....

**Job Holder**

Signed..... Date.....

**Line Manager**



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### **VISION**

(Our long term aspiration for our society)

**Everyone with an incurable illness has the right to excellent care. This should value and respect their uniqueness and their own choices. People should be enabled to live and die with dignity and with appropriate and compassionate support for them and their loved ones.**

### **MISSION**

(Our goals and activities in working towards our Vision)

**LOROS is a charity whose aim is to enhance the quality of life of adult patients with cancer, progressive neurological conditions and end-stage organ failure for whom curative treatment is no longer possible. Patients are treated at the hospice and in the community based upon clinical need, regardless of background and the ability to pay.**

**LOROS specialises in holistic, multidisciplinary care, focused on the whole person and including family and carers. The care given takes into account the patients' physical, psychological, social and spiritual needs as well as their own choices. Family members are supported in adjusting to loss and bereavement.**

**LOROS contributes to the education and training of its own and other health and social care professionals and of volunteers. The charity is also committed to research in order to improve the understanding and practice of palliative care.**

### **VALUES & BEHAVIOURS**

(How we will strive to be)

**PROFESSIONAL**

**in our attitude and everything we do**

**FOCUSED**

**on patients, families and carers whilst listening, learning and adapting to their diverse needs**

**COLLABORATIVE**

**in working together and with others**

**COMPASSIONATE**

**in providing care and responding sensitively to requests for support**

**TRUSTED**

**within our organisation and by our community**



## KEY FACTS – SEPT 2014

No. of individuals receiving patient care from LOROS pa	>2,500
Of whom admitted to Inpatient Ward (approx. ½ subsequently discharged)	550
No. of beds in Inpatient Ward	31
Average length of stay (days)	12
No. of participants in LOROS educational activities pa	2,000
No. of employees	320
No. of regular volunteers	>1,000
Expenditure on patient care pa	£7.5 million
Minimum amount of income to be raised pa	£4.5 million
Portion of expenditure covered by NHS	1/3 <sup>rd</sup>
Proportion of charity costs directed to care services	90%
Cost per hour of running the charity	£850
Cost per Bed/Day including "overheads" (85% occupancy)	£500
Cost per attendance for Day Therapy	£150
Cost of a Community Nurse Specialist visit	£100
No. of LOROS shops	25
No. of LOROS lottery members	22,000
Year LOROS registered as a charity	1977
First patient at Groby Road Hospice	Sept 1985

LOROS is a registered charity and also a company limited by guarantee which is governed by a Board of up to 15 unpaid voluntary Trustees. It is regulated by the Charity Commission, Companies House and the Care Quality Commission.

All money raised is spent locally in Leicester, Leicestershire & Rutland.