Post Details	Last Updated: 14/09/2016	
Faculty/Administrative/Service Department:	Faculty of Health and Medical Sciences/Surrey Clinical Research Centre	
Job Title:	Clinical Research Assistant (CRA)	
Job Family & Job Level	Technical and Experimental	2a
Responsible to:	Clinical Research Officers, Senior Clinical Research Nurses, Laboratory Manager	
Responsible for:	N/A	

Job Purpose Statement

The Clinical Research Assistant (CRA) role will work on many aspects of clinical research within the Surrey CRC. These will include: carrying out clinical, laboratory, psychometric, sleep and any other procedures to support the outcomes of clinical studies. Their role will support the objectives of the Surrey CRC to successfully complete human clinical and research studies by ensuring the safety and well-being of study participants and ensuring the accuracy, completeness and integrity of clinical data collection, as required by UK law and regulatory requirements.

They will be expected to multi-task across teams when required following task specific training.

Problem Solving, Accountability and Dimensions of the role

Adhering to Good Clinical Practice, the CRA will be accountable for their own conduct and performance with regard to any research or clinical procedure for which they are responsible.

The scope of the role is limited to the performance of well-defined routine tasks as outlined by senior staff members. Work priorities will generally be set and monitored by their line manager. As part of the team the post holder is expected to have a flexible approach as they are expected to support the Clinical Research Teams and be versatile enough to contribute to any aspect of clinical research procedures within the Surrey CRC.

Clinical trials data collection and maintenance processes and procedures are comprehensively governed and constrained by the Standard Operating Procedures (SOPs) of the Surrey CRC, and laws and guidelines governing clinical trial data. CRAs perform a key role in routine data collection and maintenance of accurate records, and are expected to ensure that quality standards and integrity of the data are maintained at all times. Within the role of CRA, the majority of tasks and duties are well-defined by Standard Operating Procedures and study procedures, and the role holder will have little discretion in determining which procedure should be used to accomplish each task, however, latitude will be given to identify and propose better practices or operating processes within the role.

Whilst under general supervision of more senior staff, CRAs are expected to work independently on well defined and routine tasks. Where problems and issues arise the post holder will be expected to refer more complex problems or issues to their line manager.

The post holder has a key role in the health and safety of those in their care, therefore it is expected that the post holder reports any deviations from study protocols and any adverse events to ensure participant safety. Immediate life support skills are required for this post.

Background Information/Relationships

The Surrey Clinical Research Centre (Surrey CRC) is a world-renowned clinical research facility, pivotal to maintaining and enhancing the University of Surrey's research excellence in the biomedical/clinical research interface. Surrey CRC is involved with conducting human clinical research to Good Clinical Practice (GCP) standards. The centre is managed by a Senior Management Team with a core of Clinical and Research staff trained to a high level in managing and operating the research facilities.

The CRA is responsible ultimately to the Principal Investigator or Senior Management Team and directly to their Line Manager along with other senior staff members that lead on specific studies.

The CRA will liaise, communicate and build relationships with immediate colleagues and students in the centre. They may be required to attend departmental and study meetings. The CRA will be expected to support the Clinical Research, Data, Laboratory, Medical, Project Management and Recruitment Teams and the Surrey Sleep Service in the performance of their duties.

This job purpose reflects the core activities of the post. As the Department/Faculty and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.

Person Specification *(this section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role)*

Qualifications and Professional Memberships		**Essential/ Desirable**
GCSE or O Level or equivalent experience in English (oral and literature) and Mathematics OR Vocational qualifications plus some relevant experience		E
Experience of working in a clinical research facility/university		D
Technical Competencies (Experience and Knowledge) *(this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed and the Job Families Booklet)*	**Essential/ Desirable**	**Level**
Experience of working with relevant specialised equipment, software or procedures	D	N/A
Intermediate to advanced computer skills, especially in Microsoft Windows environment	D	N/A
Ability to work independently in relation to routine activities	E	1
Excellent observational skills, accuracy and attention to detail	E	1
Numeracy, literacy and written skills	E	1
Ability to support research activities through the analysis and interpretation of results	D	N/A
Working knowledge of Good Clinical Practice	D	N/A
Ability to assist / support research and clinical technical activities	D	N/A
Special Requirements:	**Essential/ Desirable**	**Level 1-3**
Willingness and ability to work outside regular office hours as the clinical studies run 24 hours a day, 7 days a week	E	N/A
Willingness to wear protective clothing as appropriate	E	N/A
Willingness to carry out role at a different site, e.g. another sleep centre, if required	E	N/A
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). N/A (not applicable) should be placed, where the competency is not a requirement of the grade.		**Level 1-3**

Communication	2
Adaptability/Flexibility	1
Customer/Client service and support	1
Planning and Organising	1
Teamwork	1
Continuous Improvement	1
Problem Solving and Decision Making Skills	1
Leadership /Management	n/a
Creative and Analytical Thinking	n/a
Influencing, Persuasion and Negotiation skills	n/a
Strategic Thinking	n/a

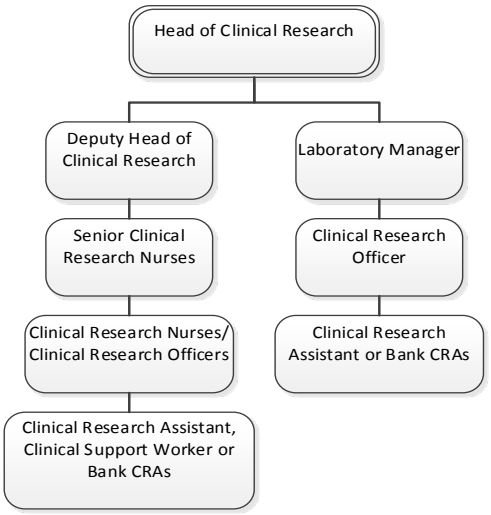
Organisational Information

All staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.
- Excellent environmental performance is a strategic objective for the University of Surrey. All staff are encouraged to work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Undertake such other duties within the scope of the post as may be requested by your Manager.



Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum) and should be read in conjunction with the accompanying Job Purpose.

As CRA's work in different areas, their core responsibilities will be agreed with their line manager, but they will be expected to work across teams and multi-task as required.

1. Work with the clinical research team to recruit and screen study participants, including assessing vital signs such as blood pressure, heart rate, respiration rate and body temperature and performing phlebotomy, ECG and other clinical procedures on participants as required. Assist with meals and Participant supervision
2. Communicate effectively with senior staff with regard to study status and any concerns or issues.
3. Carry out actigraphy, psychometric and sleep procedures (including wiring up, and spectral analysis) to support the aims of the Surrey CRC and Surrey Sleep Service.
4. Carry out a number of clinical tasks in the laboratory, such as processing blood and other biological samples including centrifugation, separation, storage and freezing
5. Assist in the collection, extraction, and quality control of research data entering clinical data into Case Report Forms and database according to GCP and monitor clinical data for consistency

N.B. The above list is not exhaustive.