

Research Role Profile

Job Title:	Research Fellow (1A)
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Responsible to:	Head of research group, or principal investigator
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Responsible for:	Not applicable
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Job Summary and Purpose:
To undertake research in accordance with the specified research project(s) under the supervision of the principal investigator.

Main Responsibilities/Activities
<p>To undertake a range of research activities within a specified research area, assuming responsibility for specific areas of projects and making use of new research techniques and methods, in consultation with the research award holder or supervisor. This may include fieldwork, interviews, laboratory experimentation, critical evaluation and interpretation, computer-based data analysis and evaluation or library research.</p> <p>Using initiative and creativity to identify areas for research develop new research methods and extend the research portfolio. Analysing and interpreting results of own research. Write up results and prepare papers for submission to appropriate journals and conferences, and other outputs as required and/or appropriate. Attend appropriate conferences for the purpose of disseminating research results of personal development. The post holder may also contribute to writing bids for research grants and will contribute to collaborative decision making with colleagues in areas of research.</p> <p>Continually to update knowledge and develop skills, and translate knowledge of advances in the area into research activity.</p> <p>To plan and manage own research activity in collaboration with others. To carry out administrative tasks associated with specified research funding, for example risk assessment of research activities, organisation of project meetings and documentation. Implementation of procedures required to ensure accurate and timely formal reporting and financial control.</p> <p>To contribute to teaching in the Faculty by carrying out student supervision and/or demonstrating within the post holder's area of expertise and under the direct guidance of a member of departmental academic staff, as appropriate.</p> <p>The post holder may occasionally be required to supervise more junior research staff.</p>

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Person Specification

The post holder must have:

A doctoral degree in a relevant discipline (although individuals who have almost completed a doctoral degree may be appointed). Consideration may also be given to individuals who do not hold a doctoral degree but have required skills based on a number of years experience in specified / relevant fields

The post holder will have authority over some aspects of project work and must be capable of providing academic judgement, offering original and creative thoughts and be able to interpret and analyse results.

Relationships and Contacts

Direct responsibility to the principal investigator or academic supervisor. The post holder may be asked to serve on a relevant Faculty committee. There may be additional reporting and liaison responsibilities to external funding bodies or sponsors. The post holder may work on original research tasks with colleagues in other institutions.

Special Requirements

To be available to participate in fieldwork as required by the specified research project

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
- Undertake such other duties within the scope of the post as may be requested by your Manager.

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Job Title:	Research Fellow – Improving the effectiveness of cancer multidisciplinary team meetings (MDTMs) in Surrey and Sussex
Responsible to:	Dr Cath Taylor (PI),
Responsible for:	No line management responsibilities.

Job Summary and Purpose

This is a 12-month project aimed at improving the effectiveness and efficiency of cancer multidisciplinary team meetings (MDTMs) in routine NHS practice in Surrey and Sussex. Cancer MDTMs are a weekly forum where individual cancer patients are discussed and treatment recommendations agreed by the range of professionals required for the specific tumour type. The introduction of MDTMs has reduced variation in cancer care (and thereby improved outcomes) in the UK but MDT caseloads have increased significantly over recent years (due to increased cancer incidence) and this has not been matched by an increase in workforce; in addition, MDTMs face other challenges too; relevant data about a patient is frequently not available at the MDTM which may lead to delays to treatment and poorer prognosis; and inefficiencies in MDTMs can be a source of job stress for team members, triggering frustration and disengagement.

The current cancer strategy for England recommends reform to prioritise complex cases (patients) for discussion but lacks guidance on how to do it. Therefore this project aims to improve efficiency and effectiveness through the implementation and evaluation of an intervention package comprising three components: two tools that are already developed and require little/minimal adaptation (called MDT-FIT and MDT-QUic); and a third component comprising the development of a streamlining protocol using a modified Delphi consensus method.

Two research fellows are required to work alongside a research assistant to deliver this cancer services modernisation project, ensuring the project runs to time and budget. Collectively, the research team will be responsible for supporting 11 cancer MDTs across Surrey and Sussex through an improvement process using the three interventions. Each researcher (both fellows and the research assistant) will individually be responsible for supporting 3-4 cancer MDTs, entailing project management and qualitative and quantitative data collection. The Research Fellows will be responsible for analysis (one leading on qualitative analysis and one on quantitative analysis) and will both lead on the production of materials to support sustainability and spread to other cancer MDTMs beyond this project and dissemination (e.g. project reports and journal articles).

Main Responsibilities/Activities

- Take a significant role in co-ordinating, implementing, evaluating and disseminating the research project
- Assist research team in gaining HRA/NRES ethics and research governance approvals (if still outstanding; currently underway)
- Take responsibility for overall project management (including engagement, coordination, implementation, evaluation) in 3-4 MDTs including data collection and

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close liaison with MDT lead and coordinator and cancer services management in the Trust(s).

- Work closely with the other Research Fellow, Research Assistant and wider project team to ensure rigour and consistency in approaches to implementation and data collection.
- Be responsible for overseeing either the quantitative or the qualitative data collection in all 11 MDTs (one Research Fellow responsible for each)
- Contribute to overall data analysis, leading on either the quantitative or qualitative aspects
- Work with research team colleagues on report-writing/disseminating findings (including oral/conference presentations) and producing resources to support sustainability and spread across the cancer alliance.
- To plan and manage their own research activity in collaboration with others.
- To carry out administrative tasks associated with the project (e.g. organisation of project meetings and producing/circulating associated documentation).
- To design and implement procedures required to ensure accurate and timely formal reporting against project milestones.
- Be committed to her/his own personal career development
- Carry out any other reasonable duty commensurate with the grade and purpose of the post.
- Contribute to wider school activity by actively participating in Cluster Group meetings relevant to the work undertaken (e.g. attend monthly meetings) and the Workforce Organisation and Wellbeing (WOW) research theme.

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In addition to the criteria outlined in the accompanying generic Research fellow Role Profile, the post holder should have (E = Essential; D = Desirable):

- PhD in relevant subject (e.g. psychology, social sciences, health/medical sciences) or equivalent experience (E)
- Experience of conducting health or medical sciences research in the UK NHS (E)
- Excellent project management skills (IT, organisational and administrative skills) (E)
- Excellent verbal and written communication skills (E)
- Willingness to take responsibility (E)
- Ability to work with professionals at all levels (E)
- Experience of mixed methods research (D)
- Ability to lead on either qualitative or quantitative data analysis (with qualitative/statistical support) (E)
- Good knowledge of implementation science frameworks and methods (D)
- Experience of use of Delphi or other similar consensus methodology (D)
- Experience of working or research in cancer services (D)
- Experience of writing research reports and papers (E)
- Record of publication in health, medical science related journals (D)
- Experience of working in a research team (including remotely) (E)
- Ability and willingness to work flexible hours, e.g. the project is likely to include observing MDTMs or meeting team members outside office hours (E)

Special Requirements

- The post holder will be required to undergo an enhanced Disclosure and Barring Service check.
- The post requires commuting to different NHS Trusts across Surrey and Sussex on a regular basis.