

Saving Faces

The Facial Surgery Research Foundation



Name of employer	Saving Faces - The Facial Surgery Research Foundation
Job Title	Clinical Researcher
Salary Range	£18,000 - £24,000 depending on experience
Hours	Full time (37.5 hours/week)
Reporting to	Chief Executive
Based at	Saving Faces' offices at Mile End Hospital Some travel to other hospitals may be required
Telephone number	020 8223 8049
Email	info@savingfaces.co.uk

The Charity

This is a fantastic opportunity to join Saving Faces - the only charity in the United Kingdom solely dedicated to the worldwide reduction of facial injuries and diseases. We fund and administer The National Facial, Oral and Oculoplastic Research Centre (NFORC). This is a joint venture between Saving Faces and several surgical professional organisations including the Royal College of Surgeons of England. NFORC carries out clinical trials and national audits to determine best treatment for conditions affecting the face, head and neck. Its research combats cancer, injury and disfigurement in the most socially important part of our bodies – the face and mouth.

The charity runs, manages and funds national audits including the Head and Neck Cancer Audit (HANA) for England and Wales which will focus on key patient outcomes. HANA holds information about the diagnosis, management and treatment of every patient who is newly diagnosed with head and neck cancer. Our clinical research includes the SEND study, a large international randomised controlled trial for patients with small oral squamous cell carcinomas part funded by Cancer Research UK. In addition Saving Faces collects and holds tissue and blood for future basic science research on cancer.

Saving Faces runs a patient-to-patient helpline, putting people coming to terms with facial conditions or preparing for surgery in touch with a former patient who has had a similar experience. The Saving Faces Diagnostic Advice Service (SFDADS) helps dentists and doctors identify mouth cancer and speed up the referral process to the correct surgeon. We also fund PhD studentships and clinical fellowships. Current projects include studies on the psychological impact of cancer and facial trauma on patients and their families and laboratory-based research to develop more effective cancer detection systems.

Job description

Overview:

The post holder will work with the Clinical Research Manager and other Saving Faces researchers helping to ensure that the charity's clinical and health promotion studies run smoothly. Central to this role will be the use of Saving Faces web-based databases to enter, retrieve and update information about the current and future studies. Another important aspect of the job will be to liaise with hospital staff and other collaborators in order to facilitate complete and accurate data collection. This is often a very outward-facing role. After an initial period of training, he/she will also assist with patient recruitment, randomisation, transcribing of information into case report forms and data entry for SEND and other clinical trials. The post holder will also help to ensure that blood and tissue samples are collected, stored and logged with the appropriate documentation. The post holder will also be responsible for dealing with enquires to the patient helpline, matching callers to one of our network of "expert patients" who can offer advice and support.

The post will be based primarily in our London offices at The Royal London or Mile End Hospital. A willingness to work flexibly, travel to other sites and to assist with all areas of the charity's work is essential. The post holder is expected to learn about and make themselves familiar with mouth, face, head and neck diseases and injuries.

Main Duties and Responsibilities

General tasks and responsibilities include but are not limited to:

Administrative and Management

- To carry out administrative tasks relating to clinical research and national audits. This includes but is not limited to
 - Updating web-based information relating to SEND and other Saving Faces research projects
 - Data entry for SEND using the trial database
 - Attending research meetings and drafting minutes
 - Being responsible for backups of intranet databases
 - Assisting with the preparation and distribution of documentation relating to existing projects and new proposals
 - Locating and printing out abstracts and papers and carrying out literature searches
- Liaising with a range of stakeholders involved in audit and clinical trials; including clinicians, trainees, professional organisations and technology providers.
- Being responsible for a case-load of hospitals participating in national audits; tasks include recruiting hospital OMFS and dental departments to sign up and participate in audits, providing expert support to participating units for data collection and validation, producing data quality reports for hospitals, collecting feedback from hospitals to report to the audit leads, liaising with audit developers and testing audit databases.
- Maintaining effective contact records of correspondence with external collaborators

Education and further training

- To acquire a good knowledge and understanding of the Research Governance Framework and ICH-GCP (Good Clinical Practice)
- To be aware of ethical considerations relating to medical and other research

Clinical Responsibilities

- To help identify and screen and recruit patients

- To provide patients with comprehensive information concerning clinical research to facilitate the process of informed consent.
- To ensure that all patients entering into clinical trials have knowledge of the standard and research treatments, the structure of the trial options, and the risks, benefits and side effects.
- To ensure that patients are aware of the voluntary nature of participation and the right to withdraw from the study at any time.

Patient Helpline

- To respond quickly and sensitively to phone and email queries from new patients, and where appropriate, match them with one of our “expert patients”.
- To build and maintain a good relationship with our expert patient network and to identify and recruit new expert patients.

Other

- To arrange for blood and tissue samples to be collected, processed and transported to the appropriate tissue bank. To complete documentation and update records relating to samples.
- To occasionally provide support in the run up to fundraising events, conferences etc. and represent the charity at such events.
- To provide ad hoc support to the Administration department and cover during periods of staff absence
- To provide help with the Saving Faces Art Project when the paintings are sent off to and returned from exhibitions.

Person specification

Essential:

- A graduate with a 2.1 or higher degree
- Good command of word processing, spreadsheet and database packages
- An eagerness to learn and develop
- Allowed to work in the UK
- Excellent command of written and spoken English

Desirable:

- An interest in sociological or scientific research
- Evidence of written papers, undergraduate or post graduate dissertations to demonstrate prior ability
- Written evidence of researching literature for a topic

Attributes:

- A confident and articulate individual able to communicate effectively with colleagues, professionals and members of the wider community
- Excellent organisational skills – able to self-motivate and time manage
- Ability to work effectively as part of a team and under your own initiative
- Ability to work under pressure

To apply, please submit a detailed CV and covering letter setting out why you want to work for Saving Faces and **how you meet the requirements and person specification**. This can be emailed to info@savingfaces.co.uk

Only short-listed candidates will be contacted. Interviews may include a skills test.

Saving Faces is an equal opportunity employer.

The successful applicant will be entitled to 25 days annual leave and will be enrolled into the People's Pension.