

**LONDON AMBULANCE SERVICE NHS TRUST**  
**MEDICAL DIRECTORATE**  
**JOB DESCRIPTION**

<b>Job Title:</b>	Stroke Researcher
<b>Location:</b>	Clinical Audit and Research Unit, Pocock Street, London, SE1
<b>Grade:</b>	Agenda for Change Band 6
<b>Hours:</b>	37.5 hours per week
<b>Reporting to:</b>	Research Manager
<b>Responsible to:</b>	Head of Clinical Audit & Research

**Summary of role:**

Based within the London Ambulance Service's (LAS) Clinical Audit and Research Unit, the Stroke Researcher will co-ordinate and manage on a day-to-day basis the 'Improving Stroke Recognition by Ambulance Services' (ISRAS) research project, which is being run in collaboration with Barts and the London NHS Trust, Homerton Hospital NHS Trust and the University of Hertfordshire. The aim of this project is to examine whether a stroke assessment tool that is currently used in hospitals (the Recognition of Stroke in the Emergency Room or ROSIER tool) will help ambulance crews to recognise more cases of stroke than the tool they currently use, the Face Arm Speech Test or FAST. The Stroke Researcher will set up the research project in accordance with a project plan, collect, input and analyse data, and write progress reports for use both by the LAS and external collaborators. The Stroke Researcher will also, on occasion, work on other LAS Stroke research projects and related activities.

**About the Clinical Audit & Research Unit:**

The Clinical Audit and Research Unit (CARU) is part of the Medical Directorate and is responsible for the LAS's clinical audit and research activities and programmes. Through research CARU explores new avenues for treatments and services so that the best possible care is delivered to patients. Clinical audit enables CARU to systematically monitor and review the quality of the care given by the LAS. Through the results of our clinical audit and research projects we recommend, and track the implementation of, appropriate changes to practice that are aimed at improving patient care both locally and at a national level.

## **MAIN DUTIES & RESPONSIBILITIES**

### **Research project co-ordination and management, including:**

- Set up a research timetable that is achievable and meets the study protocol.
- Plan data collection, input and analysis so that reports are delivered according to the proposed timescales.
- Deliver pre-study research protocol training (and any refresher training) to ambulance staff as necessary.
- Visit project sites to collect data as required.
- Enrol participants based on eligibility.
- Keep accurate records of case inclusion and exclusion criteria.
- Obtain data from both ambulance service and receiving A&E hospitals' patient records.
- Download and store information captured via medical devices used by ambulance crews.
- Accurately enter all data into, and maintain, the project database.
- Assist in maintaining and organising equipment in accordance with the study's randomisation procedure.
- Maintain close and effective links with participating groups at each study site to ensure that data can be gathered for the study as required.
- Keep partners and stakeholders engaged in the study and informed about project progress using a variety of methods, such as meetings, memos and newsletters.
- Carry out literature searches and undertake literature reviews.
- Comply with relevant procedures and policies and legislation (e.g. NHS Research Governance, the LAS's R&D Strategy and the Data Protection Act).
- Assist with other tasks associated with the ISRAS project.
- Assist the Head of Clinical Audit & Research and the Research Manager with other Stroke research projects and activities as necessary.

### **Meeting administration:**

- Administrate project steering group meetings to include: setting the agenda; contacting invited members; distributing to members invites and other documents; arranging venues, and other associated tasks.
- Attend, and contribute to, other relevant committees and meetings as required.

### **Communication of findings:**

- Write progress reports for internal and external audiences, including key stakeholders and service reviewers.
- Write the final project report.
- Contribute to writing papers for publication in peer-reviewed scientific and academic journals.
- Write articles for publication in popular media, such as magazines and newsletters.
- Present findings at meetings, seminars and conferences.

**Other responsibilities:**

- The post holder must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974 to ensure that agreed procedures are carried out and that a safe working environment is maintained for patients, visitors and employees.
- The post holder must be aware of the responsibilities placed upon them under equalities legislation and the Trust's diversity policies and ensure that they foster an environment in which difference is valued.
- The post holder must be aware of and uphold the LAS's values.
- The post holder is required to engage in appropriate learning and development interventions and opportunities that underpin the demands of the role, internally and externally.
- The post holder is required to undertake any other duties commensurate with the grade and in line with the requirement of this post.

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**MEDICAL DIRECTORATE**  
**PERSON SPECIFICATION**

**JOB TITLE:** Stroke Researcher  
**LOCATION:** Clinical Audit and Research Unit, London SE1

Listed below are the key requirements needed to perform this job. Candidates will be assessed against these criteria.

**EDUCATION AND EXPERIENCE**

**Essential**

- Educated to post graduate level in a relevant field (science or social science) or evidence of academic ability to this level. (A/I)
- Demonstrable experience of undertaking and managing research projects. (A/I)
- Experience of undertaking literature searches using databases such as Medline. (A/I)

**KNOWLEDGE, SKILLS AND ABILITIES**

**Essential**

- Research Skills: (A/I/T)
  - Understanding of, and ability to use, both qualitative and quantitative research methods.
  - Able to write literature reviews and draw out relevant findings from literature.
- Analytical Skills: (A/I/T)
  - Statistical analysis skills to intermediate level.
  - Able to interpret the outcomes of statistical analyses.
- Computer Literacy: (A/I/T)
  - Demonstrable working knowledge of MS Word, Excel, Access, PowerPoint, Internet and Email.
  - Demonstrable working knowledge of statistical packages such as SPSS (Statistical Package for the Social Sciences).
  - Capacity to work confidently with large computerised datasets.
  - Literature searching skills; able to use Internet library information datasets and search engines such as Medline.
  - Good level of keyboard skills; able to process data quickly and accurately.
- Organisational and planning skills: (A/I/T)
  - Excellent organisational skills with the ability to multi-task effectively.
  - Good time management and prioritisation skills, able to plan ahead to meet tight deadlines without compromising standards and to co-ordinate overlapping projects.
  - Able to effectively prioritise workload whilst working to an agreed plan.

- Positive attitude and flexible approach to changing demands, deadlines and projects; able to re-organise tasks as appropriate.
- Able to effectively document, keep records and file information in a logical and organised manner.
- Communication Skills: (A/I/T)
  - Able to communicate clearly and professionally with a wide range of people including ambulance service and hospital staff, clinicians and academics.
  - Good oral communication skills including professional telephone manner and informal and formal presentation skills.
  - Able to write in a range of styles, from academic papers for publication to popular reports and magazine articles.
  - Able to summarise information whilst retaining meaning.
  - Able to persuade and influence others to participate in research.
- Able to use own initiative and work independently, with minimal supervision, whilst reporting to a line manager on the progress of given tasks and activities. (I)
- Able to work confidentially, with discretion and solid judgement when handling patient sensitive information. (I)
- Able to work with a high level of attention to detail. (I/T)
- Able to adhere to set guidelines and procedures. (I)
- Able to work successfully as part of a team. (I)

#### **OTHER REQUIREMENTS/ATTRIBUTES**

- Self disciplined and highly motivated, committed to producing high quality work. (I)
- Innovative approach to problem solving. (I)
- Willing to travel throughout the LAS area (within the M25). (I)
- Reliable employment record and low level of absence due to sickness in the last two years. (A)
- Positive attitude toward learning and development demonstrated by a record of continuing professional development. (I)
- Understanding of and demonstrable commitment to equal opportunities. (I)
- No current or pending disciplinary sanctions. (A)

A = assessed at application stage; I = assessed at interview; T = assessed at the assessment.

[12/08/08]