# Job Description – Research Practitioner

## Job Summary

The Research Practitioner will play a key role in supporting the delivery of high-quality research within Queen Square Medical Practice. The role is open to anyone with a keen interest in research, whether clinical or administrative, and offers an excellent opportunity for professional development. The postholder will be responsible for supporting participant recruitment, data collection, study coordination, and administrative tasks, working in line with ICH GCP guidelines and national research governance frameworks.

## Summary

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| Job Title | Research Practitioner |
| Hours | Up to 37 hours per week (full-time), job share considered |
| Salary | £38,566 - £44,373, dependent on experience#*This post is funded through the Regional Research Delivery Network North West (RRDN NW) (formerly the National Institute of Clinical Research (NIHR) Network, Northwest Coast). The successful applicant will be employed by Queen Square Medical Practice, which will act as the host organisation for the duration of the role. Appointment to the post is contingent on the continuation of this external funding, and employment will be subject to the terms and conditions of Queen Square Medical Practice.* |
| Tenure | Permanent |
| Location | Queen Square Medical Practice, Lancaster |
| Reporting to | Research Development Lead GP and Practice Director |
| Who can apply | Anyone in primary care with enthusiasm for research |

## About Queen Square Medical Practice

Queen Square Medical Practice provides the highest standard of healthcare to patients across Lancaster, Caton and the surrounding area. In addition to core NHS services, we run specialist clinics in Gynaecology, Fertility, and Sexual Health at our HealthHub premises on Queen Street, Lancaster.

We are an award‑winning, research‑active practice with a long history of collaboration with NIHR and the Regional Research Delivery Network. Our research activity has been nationally recognised, including awards for Primary Care Research Team of the Year and commendations for innovation and workforce culture. Each year, we contribute to a wide range of national research studies, helping improve patient care and health outcomes.

## Why This Role Now?

Due to changes in staffing and NIHR funding, we are reviewing how research is delivered within our practice. This provides an exciting opportunity for enthusiastic individuals to shape the future of research at Queen Square. Historically, our research team has included research nurses and a development lead, but this role is open to a wider range of applicants including healthcare assistants, administrative staff, or other members of the practice team.

## Key Responsibilities

* Recruit and support participants into NIHR research studies, ensuring informed consent processes are followed
* Assist with study procedures, baseline and follow-up data collection, and accurate data entry
* Coordinate study activities and maintain communication with participants, carers, and stakeholders
* Manage administrative aspects of research including correspondence, documentation, and record-keeping
* Ensure compliance with GCP, research governance, GDPR, and relevant protocols
* Support the safe handling, processing, and storage of study materials and data
* Liaise with colleagues across the Regional Research Delivery Network North West
* Contribute to the continued development of Queen Square’s research culture

## Why Join Us?

* Be part of a respected, research-accredited practice with national recognition
* Gain experience in research, with excellent professional development opportunities
* Contribute to patient-centred improvements in healthcare
* Join a supportive, inclusive, and innovative practice team

**Closing Date and Contact Details**

The closing date is Sunday 12th October 2025. To apply, please send your CV along with a covering letter explaining why you believe you are the ideal candidate for this role to Adrian Eglington, Practice Director, at a.eglington1@nhs.net.

For an informal discussion or further information, please call 01524 580925.

# Person Specification

The table below sets out the essential and desirable criteria for the Research Practitioner role.

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| Criteria | Essential | Desirable |
| Education / Qualifications | No specific qualification required – open to all staff with keen interest in research. Willingness to undertake relevant training. | Relevant healthcare qualification (e.g. nurse, HCA, admin or other health role). Training or courses in research methods. |
| Experience | Experience of working in primary care, general practice, or similar patient-facing or administrative environment. | Previous involvement in research studies or audits. Experience with NIHR research processes. |
| Knowledge / Skills | Keen interest in research. Strong organisational and administrative skills. Good communication and interpersonal skills. Ability to use IT systems confidently. Ability to follow protocols and procedures accurately. | Knowledge of Good Clinical Practice (GCP). Awareness of data protection, GDPR and research governance. Venepuncture or clinical sampling skills (with training). |
| Personal Qualities | Motivated, enthusiastic, and proactive. Flexible and adaptable. Ability to work both independently and as part of a team. Willingness to learn new skills. | Positive role model within the team. Demonstrates leadership potential. |
| Other | Commitment to patient-centred care. Respect for confidentiality and equality, diversity and inclusion. Ability to travel between sites if required. | Full driving licence and access to own transport. |