

UK Kidney Association Job description

Job Title: UKRR kidney research fellow

Department/section: Research/Audit

Reports to: Director of informatics research / Director of audit informatics

General information

Improving lives by supporting professionals in the delivery of kidney care and research, The UK Kidney Association is the leading professional body for the UK kidney community. We welcome members working in clinical renal care, treating and caring for people with kidney disease, and those working in research, or related sciences and fields.

The UK Renal Registry is the part of the UK Kidney Association responsible for the collection, analysis, management and development of a high quality clinical renal database. We use data submitted from the 71 adult and 13 paediatric renal centres across the country to create the database. The information, in the form of data and reports, is a shared resource used to improve the quality of care for renal patients and to carry out research into advanced kidney disease.

Job Purpose

The role serves as the primary clinical data advisor to UKRR colleagues, supporting the preparation of statistical analyses, data collection and validation and takes a key role in the production of the annual report.

Key Working Relationships

Contact	Relationship to
Director of audit informatics	Reports to and collaborates with
Director of informatics research	Reports to and collaborates with
Head of operations	Reports to and collaborates with
UKRR colleagues	Provides clinical advice and input
UKKA Patient Council	Member, clinical input
Research Methods Study Group	Member
UKRR Data Release Group	Member

Main duties

1. Support the statisticians in the preparation of accurate information and statistics required for UKRR publications and reports
2. Support the data managers' development of data collection and processing activities
3. Advise on improvements to the validation, coherency and quality of data held by the UKRR.
4. Advise to the improvement and/or changes to the dataset from a clinical perspective and contribute to the dataset specification.
5. Contribute to, develop and advise on the design and preparation of a continued programme of statistical audit reports prepared in collaboration with the steering groups
6. Lead the writing of the UKRR annual report
7. Lead the writing of patient summaries based on the annual report and liaise and input to the design of the summaries.
8. Represent the UKRR at meetings as required
9. Ensure effective working and compliance with relevant legislation including GDPR thus ensuring that patient and centre confidentiality is preserved
10. Undertake work as specified on internal and external projects to further the work and reputation of the UKRR
11. Coordinate and write research papers using UKRR data analyses as required and support statisticians in writing up of analysis.

Opportunities

12. Develop a programme of work which could include audit, quality improvement, green nephrology, leadership, management or research
13. Understand how data is collected, processed and analysed by the UKRR as well as the legal framework behind that, the legislation around data collection and sharing – as well as how this will develop in the future – this is a skillset required by every renal unit
14. Develop an understanding of legislation around data protection and information governance
15. Help design new analyses for inclusion in the UKRR annual report
16. Help in the design and specification of research projects
17. Hone their management and leadership skills on a project or within UKRR itself
18. Learn new statistical techniques
19. Collaborate with the SpR club committee and potentially develop collaborative projects using UKKA/UKRR support
20. Collaborate with the UKKA patient council (click [here](#) for details) on patient focused projects
21. Develop teaching and training skills within UKRR and also externally on behalf of UKRR.
22. Undertake a part-time postgraduate qualification to ensure skills and knowledge are developed
23. Undertake a relevant postgraduate qualification, funded by the UKKA

Learning objectives

It is expected that the post holder will develop their own project involving audit, quality improvement, green nephrology, leadership, management or research, and apply for further funding for a fellowship after this post ends. Opportunities exist for collaborative projects with the wider kidney community. We anticipate that post-holders will use their free time to study for a part-time post-graduate qualification to strengthen their skill set prior to the fellowship application.

The postholder is expected to undertake any other duties commensurate with the grade.

Clinical work

No clinical work is offered as part of this post.

Educational approval – for doctors in training

This post has neither Royal College or Postgraduate approval for training.

The post is, however, educationally sound and well supported. Applicants must ensure they are aware of the implications to their career plans when applying for this post.

Applicants will be UK registered health professionals who have active clinical experience working as part of the renal multidisciplinary team. Registrars who are on the national training scheme will be required to negotiate out of programme experience with their deanery, in which they will be supported by the UKRR. Applicants must ensure that their employer will agree to the secondment.

Person specification

Qualifications	Essential/Desirable
Degree level qualification	E
Clinically qualified and registered (e.g. NMC, HPCP, GMC)	E
Further qualification as relevant to the further development plans, e.g. epidemiology, statistics, research.	D

Experience/skills/knowledge	Essential/Desirable
Knowledgeable in research theory and practice and competent in data organisation and analysis	E
Previous experience in delivering clinical care in a renal setting	E
Proven knowledge and understanding of the structure and governance of renal care in the NHS	E
Evidence of success in writing research papers and/or audit reports	E
Demonstrable knowledge of renal anatomy	E
Demonstrable knowledge of laboratory measures as used in renal care	E
Knowledge of audit procedures	E
Understanding of data and statistics and their use within research and audit	E
Knowledge of data protection legislation and information governance	E
Demonstrable knowledge of project management principles	E
Excellent level of English language demonstrated through effective written and verbal communication	E
High level of interpersonal skills with proven ability to influence a wide range of stakeholders at all levels	E
Team worker, including diplomacy and proven success working with different types of people	E
Demonstrable initiative and problem solving skills	E
Experience of using and good working knowledge of Microsoft Word, Excel and PowerPoint	E
Effective planning and organisation skills	E
Negotiating/influencing skills	D

Other knowledge

Knowledge	Essential/Desirable
A working understanding of information governance, data protection and GDPR legislation and principles and how these apply in an academic and health research setting	E

Other Relevant Information

Travel requirements

Some UK travel may be required together with overnight stays.

Equality & Diversity Aims

As a member of staff you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

Risk Management

Staff at all levels have a responsibility for ensuring that risks are managed, as an employee you will be expected to maintain a high level of awareness and assist in the process of reporting incidents, assessing risks and reporting unsafe occurrences and to co-operate with any investigations undertaken.

Health and Safety

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. As an employee you are required to report all accidents to the General Manager.

Information Security and Confidentiality

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly relating to patients or staff. All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 2018 unless explicit written consent has been given by the person identified, or where information sharing protocols allow it.

General Information

This job description is not intended to be an exhaustive list of duties, but it aims to highlight the typical main responsibilities of the post. It may be reviewed from time to time in agreement with the post holder.

Approved by:

Date:

Accepted by:

Date: