

Work Instruction	Management Time responsibilities for Oncology Trials Senior Management Team (SMT)
Version	Work Instruction 005 v1.0
Date	14 Aug 2019
Review Date	2 years
Author	Julie Cunningham
Authorised by	Julie Pascoe

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1.0	Purpose, Scope & Objectives
	To describe the additional responsibilities the SMT, undertake within their protected management time each week.
2.0	Personnel & Responsibilities
	Oncology Trials SMT (B6 & B7 staff)
3.0	Background
	<p>In order to ensure that line management & HR responsibilities are fulfilled for the whole team the B6 & B7 senior nursing staff must have protected diarised management time</p> <p>In order to ensure that study management responsibilities are fulfilled for the whole team the B6 & B7 senior nursing staff must have protected diarised management time.</p> <p>For 1.0 WTE staff this has been agreed as 4 hours per week For 0.6 WTE staff this has been agreed as 2.5 hours a week</p>

	This time will be allocated by the B7 Team Leader weekly in the best interests of the service.
4.0	Definitions
	SMT = Senior Management Team HR = Human Resources PDR = Personal Development Review SD = Source Data
5.0	Health & Safety
6.0	Equipment & Documentation
	Room 03/03 will be made available for the SMT to use during their allocated management time
7.0	Procedure
	<p>Line Management / Human Resources Responsibilities</p> <ul style="list-style-type: none"> - This is to include the facilitation of 1-2-1's & PDR's for staff that are managed by the SMT - Return to work interviews - Health Roster - Off-Duty planning and checking - The cover of HR related issues when B7 is not available <p>Study Management Responsibilities</p> <ul style="list-style-type: none"> - Timely management of study amendments, to meet with Kay fortnightly - SIV prepping & planning with Kay, to attend study set up meetings, where appropriate. - Creation of SD documents prior to greenlight - Booking of scans
8.0	References
9.0	List of Appendices
	N/A
10.0	Document Control
	<p>All Work Instructions are stored on the shared research drive: G/Research Common/Training & Education/How To work instructions/</p> <p>Printed copies are not controlled and therefore may not be the current version of the document.</p>
11.0	Training Record & Competency Assessment
	<p>Records of the training and competency assessment for this work instruction shall be retained by the nominated educator for the staff group involved.</p> <p>All staff members have a responsibility to retain their own training records for continuing personal & professional development.</p>
12.0	Monitoring Compliance and Effectiveness
	The team leader will ensure that the appropriate time is diarised for each member of the SMT at least one week in advance. The team leader will take responsibility for ensuring all members of the SMT use their allocated protected time for the duties

	described above. The SMT will also take responsibility for ensuring that the duties described above are completed during the allocated time and any other duties outside of those described above are by prior agreement only.
13.0	Revision History
	Issue 1 – First issue
14.0	Managerial Approval

Name	Signature	Title	Date
Author			
Julie Cunningham		Service Improvement Facilitator	
Reviewers			
Julie Pascoe			
Ben Hyams			