

West Midlands RDN DST Requesting Guidelines

Before applying for support please consider the following:

- The study is portfolio adopted
- For Research Nurse requests, the placement will have a recruitment focus
- You are aware that the RDN can only support studies on a short term basis
- The study must be ready to open imminently and/or recruiting
- If the study is not open within two weeks of placement commencing, we reserve the right to remove the member of staff
- The trust is responsible for contingency planning, when the RDN staff member leaves
- We do not back fill RDN staff sickness
- Staff will be released for meetings, Mandatory Training etc.
- Travel time will be incorporated into working day, which may mean a reduction in time at site
- Core working hours of staff are 08:00 - 17:00 and working hours should be carried out within these times, unless otherwise agreed
- RDN support staff work on named studies as per the request, please update us if this changes whilst at site so that we can update the service level agreement to reflect this
- 1:1 meetings will be conducted by RDN Line Managers
- Decisions for support will be agreed by the senior RDN nurses, at a team meeting held weekly; responses to your request will be received within two weeks