**Graduate Internship Programme – Job Description**

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| **Job title** | Graduate Research Assistant (NURS1 / NURS2) |
| **School / Department** | College of Nursing Midwifery and Healthcare – Richard Wells Research Centre  |
| **The line manager who the intern will report to** | Professor Heather Loveday |
| **Is this role hybrid working or permanently onsite at UWL?** | Hybrid |

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| **Please provide a one-sentence description for advertising the role on the GI website** |
| Research Assistant – Epic 4 Project - Richard Wells Research Centre and JBI Centre of Excellence |

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| **The main purpose of the job** |
| The Richard Wells Research Centre, based in the College of Nursing Midwifery and Healthcare at the University of West London, conducts an active programme of research focusing on improving patient safety.  As the JBI Centre of Excellence, part of an international network of evidence synthesis and implementation centres, it carries out systematic reviews in the fields of fundamental care and patient safety. In REF21 the impact of the Centre’s research was assessed as world-leading in terms of originality, significance, and rigour. * The aim of the internship is for the post holder to gain employability skills and experience of working in a professional working environment and an understanding of aspects of research and implementation in the field of healthcare.
* The post is to provide support for research and evidence synthesis projects in the Richard Wells Research Centre and JBI Centre of Excellence contributing to the systematic reviews underpinning the updating of the Epic 3 National Guidelines for Preventing Healthcare Associated Infections.
* The post-holder will assist with the planning and coordination of methodological and research synthesis studies and will be involved in data collection, extraction, and synthesis, and support for some of the administrative aspects of the research e.g., preparation and distribution of research/ review materials.
* Graduate Interns will be supported throughout their internship with a programme of development and evaluation.
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| **What you will gain from this internship** |
| * Experience working in a research team on a national evidence synthesis project.
* Insight into the use of evidence and its implementation to prevent harm through national guideline development.
* Further development of evidence synthesis expertise including the use of review software and AI tools.
* Opportunity to contribute to peer-reviewed publications
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| **Key areas of responsibility** |
| 1. Assist with data management, including bibliographic database searches, data entry and management in a range of review software. applications
2. Assist with the identification and analysis of qualitative and quantitative data as part of the systematic review process and contribute to drafting internal/external technical reports and publications for external peer review.
3. Provide administrative support for scheduling and noting the conduct of project meetings and support for academic writing, including assistance with accessing and choosing relevant references, and contributing to a reference database.

 1. Provide day-to-day assistance with the project including, e.g., liaison with the research team, preparation of research/ review materials and reports and archiving project databases as appropriate.
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| **Skills/knowledge required** |
| 1. Good working knowledge of qualitative and quantitative research methods including qualitative and statistical analysis.
2. Experience in conducting primary/ secondary research including conducting literature searches systematically in a range of health databases
3. Ability to analyse qualitative and quantitative data using appropriate software.
4. Ability to draft research reports to a high standard.

 1. Time management and ability to meet deadlines.
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| **Recruitment criteria** |
| Graduate must have completed an undergraduate degree, BA/BMus/BSc/BEng/LLB etc. and be from the summer graduating class of June/July 2023. |

Updated: Jan 2024