



North Metropolitan Health Service
Job Description Form

HSS Registered September 2016

Clinical Research Assistant
Health Salaried Officers Agreement: Level G3
 Position Number: 007203
 Medical Specialities
 Sir Charles Gairdner Hospital

Reporting Relationships

Respiratory Physician
 Award Level: SMP Year 1-9
 Position Number: 006592



Senior Research Officer
 Level: HSO Level G12
 Position Number: 001193



This Position



Also reporting to this supervisor:

- Graduate Research Assistant
 Level: HSO Level G3
 Position Number: 006365

Directly reporting to this position:

Title	Classification	FTE
N/A		

Other positions under control

-

Prime Function / Key Responsibilities

Obtain informed consent and collect samples, including blood, tissue and effusions, from patients, primarily those with mesothelioma, for use in research.

Brief Summary of Duties

1. Role-Specific Responsibilities

- 1.1 Obtain informed consent from patients and collect samples, including blood, tissues and effusions from SCGH wards and clinics, and from other hospitals, for use in research.
- 1.2 Liaise with clinical, pathology, para-medical and other staff as necessary in the collection of the appropriate specimen to ensure safety and minimal trauma to patient.
- 1.3 Process and store samples in the laboratory according to standard operating procedures, and record these in an electronic database.
- 1.4 Obtain, accurately record and follow up clinical data on all patients from whom informed consent and specimens have been obtained, including the proportion of the tumour resected and the clinical outcome.
- 1.5 Conduct quality assurance checks of information received and recorded in the database.
- 1.6 Represent the research team and promotes the collection of blood, tissue and other specimens at clinical meetings and in meetings with doctors, nurses and registrars.
- 1.7 Coordinate received and transfer of specimens for national and international tissue banks and other specimen collections.
- 1.8 Assist with the preparation of grants, collation of data for research projects and reports to funding bodies, and ethics committee documentation.
- 1.9 Initiate, prepare and reply to correspondence.

2. NMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Post-secondary qualification or relevant experience in health sciences.
2. Phlebotomy training and experience.
3. Experience in processing, storing and recording clinical samples.
4. Familiarity with general laboratory practice, techniques and instrumentation.
5. Well developed interpersonal skills and understanding of patient confidentiality issues.
6. Excellent organisational skills with demonstrated ability to identify and prioritise key tasks and meet deadlines.
7. Ability to work in a team environment and with minimal supervision.
8. Reliable and accurate data management and analytical skills, and experience using database packages.

Desirable Selection Criteria

1. Knowledge of good clinical research practice (ICH GCP).
2. Understanding of, and sensitivity towards, issues in cancer research.
3. Experience with assisting in the preparation of research grant applications.
4. Experience with the preparation of Ethics Committee submissions.
5. Familiarity with TOPAS and iCM or similar programmes.
6. Current knowledge and commitment to equal opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor

Name: Jenette Creaney
HE: 41345
Date: 15/08/2016

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name:
Signature:
Date: