HSS Registered

Research Officer

Health Salaried Officers Agreement: HSO Level G5

Position Number: 115034

Service 1 - 4

Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service

Reporting Relationships

FSFHG Executive Director
HSOA
SM110820

Medical Co-Director MPMET; SMP Year 1 – 9 Position Number: Various	Service Co-Director HSOA; HSO Level G14 Position Number: Various

This Position

Directly reporting to this position:

Title	Classification	FTE
• Nil		

Also reporting to this supervisor:
- Various

Key Responsibilities

Contributes to the promotion and evaluation of clinical trials and research programs, and undertakes the collection, analysis and the generation of reports which contribute to submissions for consideration and review by internal and external stakeholders and committees. Assists with the development and delivery of education programs and resources for use for those involved in clinical trials and research programs. Provides assistance to clerical staff within the clinical trials research team, trial patients, members of the multidisciplinary team and other interested parties.

Brief Summary of Duties (in order of importance)

1. Research

1.1 Responsible for the collation, analysis, reporting and quality of data from clinical trials and research activities undertaken within the area of specialty in accordance with ICH-GCP (International Conference on Harmonisation – Good Clinical Practice) Guidelines.

1.2 Assists with the daily supervision and management of clinical trial and research clerical staff, including assessing workload, performance management, recruitment and ongoing development.

1.3 Liaises with, and provides advice and guidance to members of the multidisciplinary team, internal and external stakeholders in regards to data collection and analysis of information obtained and provided during clinical trials and research activities.

1.4 Undertakes analysis and submits reports in relation to budget for staff FTE under supervision of the Manager – Clinical Trials in the area of speciality.

1.5 Undertakes analysis and prepares reports regarding clinical trials and research finding data for use in the creation of abstracts, papers and journal articles for publication, seminars and conference presentations by members of the multidisciplinary team in the area of speciality as required.

1.6 Undertakes the analysis and prepares all necessary documentation for the more complex and new protocol submissions and amendments for the Ethics Committee and relevant sub-committees.

1.7 Designs data collection forms/processes in consultation with other members of the multidisciplinary team.

1.8 Reports data management issues and problems identified in clinical trial and research activity data, protocol problems and violations without delay to the Manager – Clinical Trials in the area of speciality.

1.9 Ensures the confidentiality and security of patient information and data relative to clinical trials and research activities.

1.10 Ensures clinical trial/research staff is compliant with legislation, policies and protocols regarding records and information management within the area of speciality for clinical trials and research activities.

1.11 Assists in the preparation of staff rosters and managing clerical relief to ensure an effective and efficient clerical service is provided at all times.

2. Education and Development

2.1 Supports the delivery of training and education and development programs to ensure the multidisciplinary team has awareness and knowledge of the clinical trials undertaken, the overarching clinical trial protocols and processes, contemporary research methodologies and procedural changes in Human Research Ethics committees both locally and nationally.

2.2 Assists in the planning and delivery of training and development of all clerical staff in the area of speciality to enable the provision of high quality and effective clerical and information services.

2.3 Maintains a good working knowledge of the area of speciality, clinical trials and research activities conducted by the multidisciplinary team.

3. Quality Performance and Innovation

3.1 Participates in a continuous process to monitor, evaluate and develop service and performance.

3.2 Reviews and analyses clerical work practices including recommending and implementing new procedures and is responsible for quality assurance projects in the area of speciality.

4. Communication

4.1 Maintains open and collaborative communication and support to the multidisciplinary team involved in clinical trials and research programs, patient care and service delivery in relation to an area of speciality.

4.2 Participates in research and multidisciplinary team meetings and represents the area of speciality at other meetings and committees as appropriate.

5. SMHS Governance, Safety and Quality Requirements

5.1 Participates in the maintenance of a safe work environment**.**

5.2 Participates in an annual performance development review.

5.3 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.

5.4 Completes mandatory training (including safety and quality training) as relevant to role.

5.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.

5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated experience in the management of data, spreadsheet development and large relational databases to compile qualitative and quantitative information in a complex environment.
2. Demonstrated analytical and problem solving skills, with knowledge of hospital information systems relevant to clinical data collection, tracking and reporting.
3. Well-developed communication skills (written and verbal) including report writing skills.
4. Ability to supervise staff and prioritise workloads to meet deadlines.
5. Knowledge of quality improvement principles.

Desirable Selection Criteria

1. Relevant degree, post graduate qualifications or progression towards relevant degree or diploma.
2. Demonstrated knowledge of research methodology and ethical considerations in the conduct of research.
3. Previous experience in a Health setting.
4. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on 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	**Signature or**	**HE Number**	**Date**
Dept. / Division Head Name	**Signature or**	**HE Number**	**Date**

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	**Signature or**	**HE Number**	**Date**

Effective Date

HSS Registration Details (to be completed by HSS)

Created on **Last Updated on** 23/05/2018