



HSS Registered

Research Project Officer
Health Salaried Officers Agreement: Level G7
Position Number: 603293
Emergency Department – Service 1
Royal Perth Hospital / East Metropolitan Health Service (EMHS)

Reporting Relationships

Emergency Consultant: Research
 MP Year 1-9
 Position: 102237



Clinical Toxicologist \ Emergency Consultant MP Year 1-9 Position: 105998	Clinical Nurse Manager – Emergency Research RN SRN Level 3 Position: 601797
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This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:

- Clinical Research Nurse
- Research Assistant

Key Responsibilities
 Responsible for coordinating the **Emerging Drug Network of Australia (EDNA)** by assisting with the planning, development and delivery phases for sentinel sites in each state of Australia.

EMHS Vision and Values

Our Vision

*Healthy people, amazing care.
Koorda moort, moorditj kwabadak.*

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.



Royal Perth Hospital staff share a strong sense of pride in the longstanding principles of Servio, Latin for 'to serve' which adorns our historic crest. The principles of this statement, adopted in 1937 bear testimony to the longstanding tradition of excellence in service that we strive to perpetuate into the future

Brief Summary of Duties (in order of importance)

1. Project Coordination

- 1.1 Liaises with internal and external staff, health service providers and other key stakeholders to assist in the delivery of EDNA at each sentinel site.
- 1.2 Support the EDNA investigators by:-
 - 1.2.1 Providing input into the planning, development and delivery of standard operating procedures related to EDNA.
 - 1.2.2 Planning, developing and delivery of Human Research Ethics Committee and local Research Governance applications.
 - 1.2.3 Contributing to grant writing and applications.
 - 1.2.4 Investigate and analyse issues associated with the project in order to deliver strategies to resolve the issues.
 - 1.2.5 Coordinate and manage specific initiatives as directed.
 - 1.2.6 Design and implement strategies for evaluation of project activities and outcomes.
 - 1.2.7 Develop and maintain relevant databases to record all information associated with the project including the monitoring of human and financial resources.
 - 1.2.8 Prepare regular reports on key outcomes being achieved during the course of the project.
 - 1.2.9 Provide investigators with support on various working parties, committees and forums associated with the project.

2. EMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Actively participates in the Peak Performance program.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align 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 the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

3. Undertakes other duties as directed

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

1. Demonstrated knowledge of Australian research ethics, governance and legislative requirements
2. Developed knowledge and experience of project management, research and evaluation methodologies and the ability to meet project targets.
3. Demonstrated skills in change/project management, including policy and procedure implementation and evaluation.
4. Well-developed conceptual and analytical skills with the ability to provide innovative solutions to complex problems.
5. Capacity to provide advice on complex, sensitive and confidential matters.
6. Well-developed verbal, written and interpersonal skills with the ability to liaise, consult and negotiate effectively with multiple stakeholders from differing backgrounds.
7. Ability to work constructively in a team with minimal supervision and contribute to the achievement of team goals including an ability to be adaptable and work flexibly within an environment subject to competing priorities and change.

Desirable Selection Criteria

1. Recent experience in medical research
2. Qualifications in a relevant discipline
3. 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	_____ 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 _____	July 2019
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