



HSS Registered

Ethics Coordinator
Health Salaried Officers Agreement: Level G6
Position Number: 602817
East Metropolitan Health Service (EMHS)

Reporting Relationships

Director Office of the CE, East Metropolitan Health Service
 HSO Level G12
 Position Number: 602770



Research Manager, East Metropolitan Health Service
 HSO Level G8
 Position Number: 603240



This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil		

Also reporting to this supervisor: ←

- Various

Key Responsibilities

Manages the operations of the Royal Perth Hospital (RPH) Human Research Ethics Committee (HREC) by co-ordinating meetings and providing comprehensive support and advice to the HREC and the HREC Chair. Provides expert advice to researchers and other stakeholders about ethical conduct in research, performs a prior review of research ethics submissions and oversees the ethical monitoring of approved research projects. Contributes to the comprehensive but timely approval and monitoring of research conducted in EMHS by maintaining up-to-date policies and procedures and working collaboratively and constructively with all stakeholders to encourage and facilitate high quality ethical research.

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.

Brief Summary of Duties (in order of importance)

1. Research Ethics

- 1.1 Coordinates the operations of the RPH HREC, including overseeing the organisation of meetings, the preparation and distribution of agendas and papers, the minuting of meetings and the maintenance of HREC records.
- 1.2 Provides specialist advice to the HREC/EMHS CE/EMHS Director of Research/HREC Chair on research ethics matters.
- 1.3 Initiates and coordinates the development and implementation of policies and procedures relevant to the functioning of the HREC and related research ethics matters, including continual review of EMHS guidelines to reflect changes to national guidelines and related legislation, policies and procedures.
- 1.4 Liaises and develops effective collaborations with HREC members, researchers, tertiary and research administration bodies, government and private sector agencies in relation to research ethics matters.
- 1.5 Performs a prior review of all new research ethics submissions to ensure they meet HREC requirements and, if need be, negotiates changes with researchers prior to submission to the HREC.
- 1.6 Obtains material necessary for presentation to the HREC to enable members to make informed decisions on matters before them, including briefing notes, policy documents, submissions, discussion papers and reports.
- 1.7 Oversees the ethical monitoring of research projects from approval to completion.
- 1.8 Ensures the HREC meets all reporting obligations, including to the NHMRC and EMHS Board.
- 1.9 Supervises the work of the Administrative Officer (Position Number 602819).
- 1.10 Works collaboratively with other EMHS research staff, including Research Governance Officers (RGOs), to ensure the comprehensive and timely review and monitoring of research projects and applies work practices that encourage and facilitate the conduct of high quality ethical research.
- 1.11 Actively participates in continuous quality improvement activities and applies quality improvement principles to all duties performed.

2. EMHS Governance, Safety and Quality Requirements

- 2.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 2.2 Actively participates in the Peak Performance program.
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.
- 2.3 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 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. A high level of knowledge of current issues in the regulation of human clinical research, including relevant legislation, guidelines and policy.
2. Excellent interpersonal, consultation and negotiation skills at all levels.
3. Excellent problem solving skills, including conceptual and analytical ability.
4. Well-developed organisational and time management skills with ability to meet deadlines.
5. Excellent literacy and writing skills, including the ability to research and develop reports and briefings and provide clear advice on complex issues.
6. Well-developed computing skills and experience with Microsoft software (Word, Access, Excel and Outlook.)
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Previous experience in a health care setting.
2. Experience in the ethical review and broader regulation of human research studies and knowledge of the evaluation of research as per Good Clinical Practice (GCP) guidelines.
3. Experience working with an HREC or in a Research Governance Office.

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
	October 2019