GOVERNMENT OF WESTERN AUSTRALIA

PathWest LABORATORY MEDICINE WA

JOB DESCRIPTION FORM

<CLEARANCE REG NO.PWWF2968 – DG16MAR2020>

SECTION 1 - POSITION IDENTIFICATION

SITE	FSH/QEII/RPH
DEPARTMENT	Pre-Analytical Services
SECTION	Clinical Trials Unit

POSITION TITLE	Medical Scientist in Charge
LEVEL	P3
POSITION NO	00015622
AWARD	Health Salaried Officers Agreement

SECTION 2 - POSITION RELATIONSHIPS

RESPONSIBLE TO

Title: **General Manager Pre-Analytical Services**

RESPONSIBLE TO

Title: **Senior Medical Scientist in Charge Pre-Analytical Services**

THIS POSITION

Positions under direct Supervision:

Position No.	Title	Classification	FTE
00010147	Medical Scientist	P1	1 FTE
00004910	Medical Scientist	P1	1 FTE
00010010	Coordinator	G3	0.4 FTE
00009804	Laboratory Assistant	G1/2	1 FTE
00002920	Laboratory Assistant	G1/2	1 FTE
00014401	Laboratory Assistant	G1/2	0.5 FTE
00014402	Laboratory Assistant	G1/2	0.5 FTE

SECTION 3 - KEY RESPONSIBILITIES

State BRIEFLY the key responsibilities or prime function of the position. Refer to definitions of terms to ensure the correct meaning of verbs frequently used e.g. Controls, Maintains, etc.

Manages, supervises and coordinates daily operations of the PathWest Clinical Trials Unit including physical, financial and human resources.

Applies advanced analysis of both routine and complex procedures to examine suitability of clinical trials processes and specimens to be undertaken by PathWest.

Manages and coordinates the development of clinical trial processes, provides advice to internal and external clients including researchers, principal investigators and hospital based clinical trial coordinators. Develops and maintains effective working relationships with internal and external stakeholders including clinical trial sponsors, research organisations and clinical trial groups

Reports on clinical trials and external research, including preparation of financial and workload reports.

MEDICAL SCIENTIST IN CHARGE, LEVEL P3, POSITION NO. 00015622

SECTION 4 – BRIEF STATEMENT OF DUTIES

Duty No.	Details
1.0	**PROFESSIONAL** 1.1 Applies advanced analysis of procedures and techniques for suitability of Clinical Trials samples to be managed by PathWest. 1.2 Investigates, evaluates and reviews existing Clinical Trial practices and methodology and implements improvements appropriate for accreditation bodies, including National Association of Testing Authorities (NATA) and International Air Transport Association (IATA), to ensure quality standards are maintained, evaluated and improved. 1.3 Coordinates the development and implementation of standardised Clinical Trials processes across PathWest 1.4 Maintains clinical trial databases 1.5 Maintains close liaison with PathWest Clinical Trials Scientists and provides advanced professional clinical trials advice to both internal and external clients 1.6 Reviews, assesses and accepts Site Specific Application (SSA) for trial protocol and funding 1.7 Participates in and contributes to educational and training activities, both internal and external to the Unit, including training staff in appropriate processes and document delegations, performance planning reviews and monitoring IATA status. 1.8 Studies scientific literature to maintain knowledge of current clinical trials techniques and theories.
2.0	**MANAGEMENT** 2.1 Develops and implements budgeting processes and reporting systems for the Clinical Trials Unit. Prepares financial reports including monthly management reports, periodic budget and performance reports and Annual Financial Statements. Manages the invoicing system for the unit. 2.2 Leads the development and execution of clinical trials contracts; manages the negotiation and consultative processes with clinical trial co-ordinators and internal and off-site service suppliers. 2.3 Co-ordinates and participates in internal and external clinical trial monitoring/auditing activities 2.4 Actively supports and contributes to accreditation and quality improvement activities for the Clinical Trials Unit 2.5 Undertakes recruitment and selection processes for staff of the Clinical Trials Unit. 2.6 Implements and reviews staff development and continuing education programs.
3.0	**OTHER** 3.1 Performs duties in accordance with organisational Policies and Procedures and in accordance with the NHMRC National Statement on Ethical Conduct in Research involving Humans, HRECs and any other statutory and regulatory requirements and local institutional policies and procedures. 3.2 Performs duties in accordance with relevant Occupational Health and Safety and Equal Opportunity Legislation 3.3 Conducts duties in a manner that is ethical and promotes a positive image of PathWest Laboratory Medicine WA. 3.4 Participates in Performance Planning and Review. 3.5 Performs other duties as directed.

MEDICAL SCIENTIST IN CHARGE, LEVEL P3, POSITION NO. 00015622

SECTION 5 - SELECTION CRITERIA

ESSENTIAL MINIMUM REQUIREMENTS

1. Tertiary qualification in medical science and eligible for membership of relevant professional body.
2. Substantial relevant experience in Pathology laboratory work.
3. Demonstrated high standard of negotiation, organisational and liaison skills
4. Demonstrated experience in management of human, financial and physical resources.
5. Demonstrated ability to effectively communicate, consult, negotiate, develop and maintain effective working relations with key internal and external stakeholders
6. Demonstrated ability to prepare scientific reports and presentations.
7. Well-developed analytical and problem-solving skills.
8. Demonstrated ability to lead and work cooperatively and effectively in a multidisciplinary team environment.
9. 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 REQUIREMENTS

1. Demonstrated knowledge of Human Research Ethics Committee and Research Governance Office requirements for clinical research, and other statutory and regulatory requirements including Good Clinical Practice guidelines and other relevant codes of conduct.
2. Demonstrated experience with Clinical Trials or Medical Research in a clinical setting
3. Possession of, or progress towards, an appropriate post-graduate qualification and/or demonstrated commitment to continued professional development.
4. Member of relevant professional body.

SECTION 6 – APPOINTMENT FACTORS

1. Evidence of eligibility for or current professional membership of the relevant professional body must be provided prior to commencement.
2. Required to work across various metropolitan PathWest sites.

LOCATION FSH, QEII, RPH	**ACCOMMODATION**
ALLOWANCES/SPECIAL CONDITIONS/PRE-EMPLOYMENT REQUIREMENTS: **- Successful criminal record clearance** as per Department of Health's Criminal Record Screening Policy. **- Completion of identification check.** **- Successful Pre-Employment Health Assessment required.** **- Successful Pre-Employment Integrity checks required.**	
SPECIALISED EQUIPMENT OPERATED	

CERTIFICATION

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

GENERAL MANAGER **CHIEF EXECUTIVE**

SIGNATURE **SIGNATURE**

DATE **DATE**

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

NAME	SIGNATURE	DATE APPOINTED TO POSITION	DATE