



**HSS REGISTERED**

**Research Assistant**  
**Health Salaried Officers Agreement: HSO Level G4**  
**Position Number: 115771**  
**Orthopaedic Department / Service 3**  
**Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service**

**Reporting Relationships**

Program Manager  
 HSO Level:G-8  
 Position Number: 00113642



Clinical Data Manager  
 HSO Level: G-6  
 Position Number: 00115458



**This Position**



Directly reporting to this position:

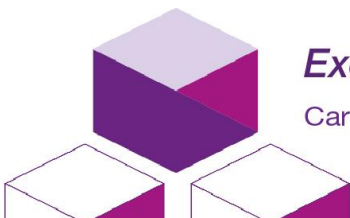
Title	Classification	FTE
• Title	Award; Level	FTE
• Title	Award; Level	FTE

← Also reporting to this supervisor:

- Administrative Assistant, HSO G-3, 0.6 FTE

**Key Responsibilities**

Provide high level support and assistance to principle investigators to undertake several clinical trials in the Orthopaedic Department. These trials involve the evaluation of outcomes from orthopaedic procedures. Responsible for patient recruitment, data collection, data cleaning and quality as well as reporting the progress from the trials and other research activities, in accordance with the individual study protocols and ICH-GCP (International Conference on Harmonisation – Good Clinical Practice) Guidelines.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## Brief Summary of Duties (in order of importance)

### 1. Research Data Activities

- 1.1 Collect and prepare materials for research experiments
- 1.2 Facilitate appropriate screening and recruitment processes for research trials/studies
- 1.3 Undertake experiments and research activities
- 1.4 Record and analyse results of clinical trials
- 1.5 Assist with preparation for, and completion of, monitoring audits
- 1.6 Respond to and deal with queries from regulatory bodies and internal and external stakeholders
- 1.7 Present data or information from experiments to researcher with analysis and contribute to reports
- 1.8 Assist with daily functioning of the research within the Orthopaedic Department
- 1.9 Attend study meetings as required

### 2. Quality Performance and Innovation

- 2.1 Participates in a continuous process to monitor, evaluate and develop research activities and performance.
- 2.2 Maintains a high level of time efficiency, accuracy, organisation with the collection, entry and maintenance of trial data and trial requirements.
- 2.3 Reviews and analyses clerical work practices including recommending and implementing new procedures and is responsible for implementation of quality assurance of trial data

### 3. Departmental Operation Support

- 3.1 Assist the Clinical Data Manager to monitor and maintain budget and accounts.
- 3.2 Support with preparation and payment of invoices and trial related payments between the department, Health Support Services (HSS) and clinical trial sponsors.

### 4. Communication

- 4.1 Maintains open and collaborative communication and support to personnel involved in clinical trials and research programs.
- 4.2 Participates in research and multidisciplinary team meetings.
- 4.3 Maintains knowledge and skills through own resources, in-service and external education opportunities and participate in personal training and development.

### 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.

#### SMHS Job Description Form

Human Resource Services, South Metropolitan Health Service

Version date: November 2020 Next review: 2021

**Work Related Requirements**

**Essential Selection Criteria**

1. Relevant degree qualification or demonstrated equivalent competency.
2. Relevant clinical research experience or research involving human subjects.
3. Proficiency in a range of computing skills, including word processing, spreadsheets, databases, internet and email.
4. Highly developed written and verbal communication skills with the ability to liaise effectively with a diverse range of stakeholders.
5. Highly developed organisational skills and demonstrated ability to set priorities and to meet deadlines.
6. Ability to work independently, show initiative and work productively as part of a team.

**Desirable Selection Criteria**

1. Knowledge of hospital information systems relevant to clinical data collection, tracking and reporting.
2. Demonstrated experience with data entry and management.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

**Appointment Prerequisites**

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- 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
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Dept. / Division Head Name	Signature or	HE Number	Date
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**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
	January 2021