HSS REGISTERED

Clinical Trials Liaison Officer

Health Salaried Officer Agreement: G-6

Position Number: 603239

East Metropolitan Health Service (EMHS)

Reporting Relationships

Director Innovation and Research, East Metropolitan Health Service
HSO Level G-12
Position Number: 603419

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Research Manager, East Metropolitan Health Service
HSO Level G-8
Position Number: 603240

⬆

This Position

⬆

Directly reporting to this position:

Title	Classification	FTE
• Nil		

⬅ Also reporting to this supervisor:
- Various

Key Responsibilities

The Clinical Trial Liaison Officer (CTLO) will support EMHS site staff and trial sponsors to quickly assess site feasibility and capacity for clinical trials and act as the primary institutional contact for sponsors during the start-up and site governance process.

The CTLO will embed effective and timely processes and remove barriers to site feasibility and start-up and guide the Principal Investigator and site staff in the preparation and submission of their site governance application.

The aim is to contribute to reducing clinical trial start-up times and ensuring trials can swiftly progress through research ethics and governance reviews, with clear benefits to attraction, commencement, recruitment and successful completion of clinical trials within EMHS.

EMHS Vision and Values

Our Vision

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

Healthy people refer 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. Clinical Trial Liaison

1.1 Liaise between the external sponsor and Principal Investigator and site staff to facilitate and expedite site feasibility and study start-up activities and ensure all relevant documentation is available to conduct the site capacity planning exercise.

1.2 Support the Principal Investigator and site staff to ensure that the physical infrastructure and human resources required to conduct the trial are available and appropriate

1.3 Liaise between the site staff and internal and external support departments (e.g., pharmacy and pathology) to obtain quotes to provide services and with the Senior Business Officer (Research) assist the Principal Investigator and site staff in the development of a budget.

1.4 Ensure that a clinical trial agreement is executed efficiently to the satisfaction of all parties, where possible using Department of Health templates, seeking appropriate legal review where required.

1.5 Shepherd clinical trial site governance submissions through the site assessment and authorisation process, including supporting the Principal Investigator and site staff to prepare and submit their site governance and ethics submissions via the Research Governance Service (RGS).

1.6 Facilitate access to training and other professional development opportunities for clinical trial staff and source, collate and develop tools and resources to assist them in the conduct of trials.

1.7 Provide on the job guidance to new or inexperienced trial staff in relation to WA Health and site-specific governance policies and procedures as well as the national research governance framework.

1.8 Work with internal support departments to build capacity to support clinical trials, including advising on relevant policies and processes to ensure optimal clinical trial readiness.

1.9 Build and maintain effective relationships with external (third-party) support departments (e.g., private imaging and pathology services) to ensure such services are available to support trials within EMHS.

1.10 Collaborate and coordinate with other CTLOs within WA Health and other state and federal agencies and organisations concerned with the conduct and regulation of clinical trials e.g. WA Health Translation Network (WAHTN).

1.11 In collaboration with other CTLOs, establish and maintain a central repository of the documentation required by external sponsors and site staff.

1.12 Provide reports on clinical trial start-up activities including feasibility assessments, documentation, ethics review, site assessment and authorisation, and patient recruitment.

1.13 Provide ongoing advice on improvements to clinical trial and broader research governance policies and procedures, as well as departmental trial processes, to improve the efficiency of start-up milestones and the timeliness of trials commencing.

1.14 Undertake tasks in support of the EMHS Research Hub when required.

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 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.

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 degree; or a diploma with considerable relevant experience; or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated experience in research within a large health care organisation and knowledge of research governance principles and their application to clinical research studies.
3. Demonstrated experience with negotiating contracts, funding agreements and indemnity matters relating to the conduct of multicentre medical research.
4. Demonstrated well-developed communication skills – oral, written and interpersonal, with well-developed cross-cultural sensitivity and diplomacy and experience in liaison, facilitation and negotiation with a wide range of stakeholders.
5. Well-developed literary and writing skills including the ability to research and develop reports and briefings and provide advice on complex issues.
6. Demonstrated ability to act autonomously and to work in a multidisciplinary team.

Desirable Selection Criteria

1. Contemporary knowledge and experience in the governance of multicentre and single ethical review principles.
2. Knowledge of the Australian Code for the Responsible Conduct of Research and the National Statement on the Ethical Conduct in Human Research.
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** February 2022