HSS Registered

Clinical Trials Liaison Officer

Health Salaried Officers Agreement: Level G6

Position Number: 115521

Research Support & Development Unit

South Metropolitan Health Service

Reporting Relationships

Head of Research and Development
Award Level: HSO G12
Position Number:115740

Manager RSDU
Award Level: HSO G8
Position Number:115548

This Position

Directly reporting to this position:

Title	Classification	FTE
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Also reporting to this supervisor:

- Data Analyst, Level G7 – 1 FTE
- Research Governance Coordinator, Level G6 – 1.8 FTE
- Ethics Coordinator, Level G6, 1 FTE
- Compliance Monitoring & Education Officer, Level G6 – 0.5FTE
- Administrative Officer, Level G3 – 1.0 FTE

Key Responsibilities

The Clinical Trials Liaison Officer will coordinate feasibility and capacity planning to enable sponsors to quickly assess the suitability of the site investigator and their facilities for clinical trials and be the primary contact for sponsors during the start-up process.

SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.

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Brief Summary of Duties

1. Clinical Trials Liaison

1.1. Facilitate the commencement of new research projects to meet identified timeframes in line with local, WA Health and national policies.
1.2. Provide comprehensive advice on research governance policies and procedures in with Good Clinical Practice and state and national legislation.
1.3. Establishes and maintains effective relationships with the clinical, research, business and related services that are involved in research.
1.4. Coordinates the review and approval of Confidentiality Disclosure Agreements.
1.5. Collaborate with the Principal Investigator and site staff to develop site documentation, including research agreements, site specific assessment forms and budgets in preparation for site assessment.
1.6. Collaborate with the Principal Investigator to ensure that the physical and human resources required to conduct clinical trials are available and appropriate.
1.7. Work with the Principal Investigator and site staff to ensure that they have taken account of the possible involvement of individuals, departments and institutions outside the immediate study team and that those parties have agreed to be involved.
1.8. Work with the Principal Investigator and Site Staff to ensure they can demonstrate that they can meet the requirements of the study with particular reference to the recruitment of sufficient numbers of participants.
1.9. Assist the Principal Investigator and site staff in the development of a budget and clinical trial agreement to the satisfaction of all parties.
1.10. Review Site Specific Assessment Forms and Site Access Request Forms and make recommendations to the Head of Research & Development regarding the conduct of each research study.
1.11. Provide support to Site Staff for site selection procedures.
1.12. Establish and maintain a central repository of the documentation required by external sponsors and study staff.
1.13. Promote and facilitate the preparation of the Site Specific Application in parallel with the Human Research Ethics Application.
1.14. Collaborate and coordinate with other Clinical Trial Liaison Officers within WA Health.
1.15. Undertake tasks in support of the SMHS Research Support and Development Unit when required.
1.16. Provide reports on clinical trial start-up activities including feasibility assessments, documentation, ethics review, site assessment and authorisation, and patient recruitment.
1.17. Provide ongoing assistance to the improvement of clinical trial start-up times, following extensive stakeholder consultation using the Good Clinical Practice Process.

2. SMHS Governance, Safety and Quality Requirements

2.1. Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.
2.2. Participates in the maintenance of a safe work environment.
2.3. Participates in an annual performance development review.
2.4. 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.
2.5. Completes mandatory training (including safety and quality training) as relevant to role.
2.6. Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable

legislative obligations under the Public Sector Management Act, the Health Services Act, Occupational Safety and Health Act, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

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Work Related Requirements

Essential Selection Criteria

1. A high level of knowledge of current issues in the conduct of human clinical research.
2. Demonstrated experience in research within a large healthcare organisation and knowledge of research governance principles, including Good Clinical Practice, and their application to clinical research studies.
3. Excellent interpersonal, consultation and negotiation skills with a wide range of stakeholders.
4. Demonstrated excellent problem-solving skills, including conceptual and analytical ability.
5. Demonstrated excellent teamwork, organisational and time management skills including the ability to meet exacting deadlines.
6. Demonstrated high degree of literacy and writing skills including the ability to research and develop reports and briefings and provide advice on complex issues.
7. Well-developed computing, administration and record keeping skills and experience with relevant software including MS Word, Excel, Outlook and Adobe Acrobat Professional.

Desirable Selection Criteria

1. A graduate qualification and/or previous experience in a relevant health discipline.
2. Experience with the conduct of clinical research at a local, national and/or international level.
3. An understanding of business principles, especially with regard to financial management and budget preparation.
4. 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.