HSS Registered

Senior Clinical Trial Coordinator

Position Details

Position Number:	CG003712
Classification:	HSO Level G-5
Agreement:	Health Salaried Officers Agreement
Directorate:	Cancer, Imaging and Clinical Services
Department:	Radiation Oncology Clinical Trials and Research Unit
Location:	Sir Charles Gairdner Hospital, North Metropolitan Health Service

Reporting Relationships

This position reports to:

CG004033	Clinical Trials Manager	HSO Level: G-8

Positions under direct supervision:

Nil

Primary Purpose of the Role

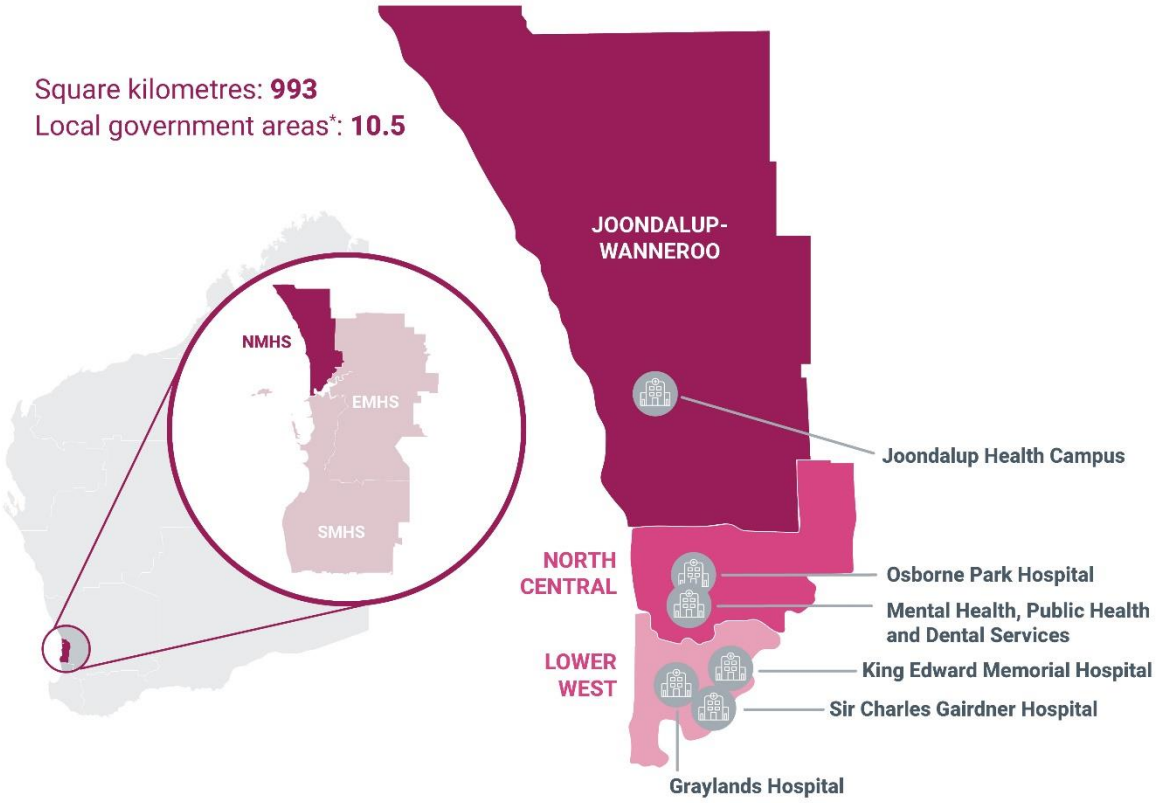
To perform the duties of a Clinical Trial Assistant for the Radiation Oncology Clinical Trial & Research Unit in the Department of Radiation Oncology.

Vision

A trusted partner, delivering excellent health care for our people and our communities.

Mission

To promote and improve the health of our people and our communities.



North Metropolitan Health Service

Since our establishment in 2016, NMHS has embraced best practice to deliver improved clinical outcomes in the face of rising challenges for all healthcare providers. With a budget of $2.16 billion and 8,917 full-time equivalent (FTE) staff, we serve a population of 736,907 people (about 28% of Western Australia's total population) within a catchment area of almost 1,000 square kilometres. The population we serve is projected to increase by 17% between 2021 and 2031, and the number aged 65 years and older will increase by 41% over the same period. NMHS provides a comprehensive range of adult specialist medical, surgical, mental health and obstetric services in WA, delivered across three tertiary hospitals and two secondary hospitals, all fully accredited. NMHS oversees the provision of contracted public health care from Joondalup Health Campus operated under a public–private partnership. A range of statewide, highly specialised multidisciplinary services is offered from several NMHS hospital and clinic sites.

Our values

Care
We show empathy, kindness and compassion to all.

Respect
We are inclusive of others and treat everyone with courtesy and dignity.

Innovation
We strive for excellence and are courageous when exploring possibilities for our future.

Teamwork
We work together as one team in a spirit of trust and cooperation.

Integrity
We are honest and accountable and deliver as promised.

Please refer to NMHS Values – Organisational/Individual Behaviours for information on individual behaviours that reflect the organisation's values.

Our strategic priorities

We are focussing on six strategic priorities for the 2020-2025 period:

Enabling healthy communities
We build healthy and engaged communities

People-centred care
We will place our consumers' and their carers' best interests and experience at the core of all we do

Integration and connection
We will build strong connections and partnerships

Innovation and adaptive models of care
We will use research and technology to improve outcomes

Trusted, engaged and capable people
We will invest in our people and our culture

Sustainable and reliable
We will reduce harm, waste and unwarranted variation

Key Accountabilities

1. Duties

1.1 Prepare and complete all necessary documentation for the more complex and new protocol submissions and amendments to the Ethics Committee and relevant sub-committees.

1.2 Assist medical staff with identification of methodological and procedural difficulties associated with the conduct of any protocol and, where possible, recommend solutions.

1.3 Assist medical staff in explaining to patients and their carers the nature of the study, aspects of treatment involved, side effects and the requirements for follow-up.

1.4 Ensure eligibility of the patient for the study, ensure the patient understands the protocol adequately and ensure that the necessary registration form/s have been completed.

1.5 Design data collection forms.

1.6 Maintain a diary of individual patient progress and a record of all patients accrued to trials.

1.7 Maintain a record of all individual patient follow-up as well as attending treatment review clinics to assist in the examination of patient's progress.

1.8 Monitor all aspects of patient follow-up upon completion of treatment.

1.9 Maintain efficient and accurate databases.

1.10 Report regularly on data management problems and details of unexpected reactions / toxicities and protocol problems and violations to the institutional principal investigator.

1.11 Liaise with study centres and participating clinicians.

1.12 Ensure the Clinical Trial Manager, Principal Investigator and ethics committee are notified of unexpected adverse effects without delay.

1.13 Participate in continuous quality improvement activities. Conduct quality assurance checks on information recorded in the database and assist with quality assurance projects initiated at other institutions for multi-centre trials.

1.14 Produce computer reports from the database as required, assist medical staff in the preparation and analysis of data and assist with the preparation of regular newsletters.

1.15 Participate and assist in the personal training and development of staff in regard to data management requirements.

1.16 Participate in research and multi-disciplinary team meetings.

1.17 Attend clinical trial start-up meeting both locally and internationally as requested.

1.18 Undertake continued professional development and participate in performance management.

2. NMHS Values: *Care, Respect, Innovation, Teamwork, Integrity*

2.1 Reflect the NMHS values in the way you work, behave and make decisions.

3. NMHS Governance, Safety and Quality Requirements

3.1 Participates in the maintenance of a safe work environment.

3.2 Participates in an annual performance development review.

3.3 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.

3.4 Completes mandatory training (including safety and quality training) as relevant to role.

3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.

3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be considered in the context of the NMHS Vision, Mission and Values.

Essential Selection Criteria

1. Relevant clinical research experience in a nursing, allied health or medical research environment.
2. Demonstrated knowledge and understanding of Good Clinical Practice (GCP) in the conduct of human research and demonstrated knowledge, skills and experience in the initiation and coordination of clinical trials.
3. Well-developed analytical, organisational and problem-solving skills, with knowledge of hospital information systems relevant to clinical data collection, tracking and analysis.
4. Well-developed interpersonal and communication (written and oral) skills.
5. Knowledge of, and experience with, continuous quality improvement activities.
6. Ability to prioritise workloads and meet deadlines.
7. Ability to work effectively and harmoniously as a member of a multidisciplinary team and also to work independently with minimal supervision.
8. Demonstrated experience in MS Word, Outlook, Excel and Access (or their equivalents).

Desirable Selection Criteria

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia or qualifications in an appropriate Allied Health discipline or qualifications in data management.
2. Relevant degree, postgraduate qualifications or progression towards relevant degree or diploma.
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	Dept./Division Head	Position Occupant
Name:	Name:	Name:
Signature/HE:	Signature:	Signature:
Date:	Date:	Date: