



# Job Description Form



Community | Compassion | Quality

Integrity | Equity | Curiosity

**Position Title**

**Position number: 617522**

**Research Officer**

## Innovation and Development

Improving the quality of care delivered to country communities in the here and now.

Planning for a future where we unlock the transformative potential of new and emerging health care technologies and opportunities.

## About the WA Country Health Service

### Our Strategic Priorities



### Our Values

#### Community

We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

#### Compassion

We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

#### Quality

We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

#### Integrity

We bring honesty, collaboration and professionalism to everything that we do.

#### Equity

We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

#### Curiosity

We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

### Our Vision

To be a global leader in rural and remote healthcare.

### Our Mission

To deliver and advance high quality care for country WA communities.

## Directorate overview

The Innovation and Development directorate of the WA Country Health Service (WACHS) takes a leadership role across the organisation in driving key innovations in the access to and delivery of health care across WA. Through the increased use of technology, we are focusing on improving health service access and the health journey for country people, particularly providing specialist and multi-disciplinary care closer to home.

Underpinning success is our commitment to worldwide research, continuous improvement and partnering digital services that support the improvement of health outcomes for communities in country WA. Most importantly, we acknowledge and empower our people to develop innovative practice, systems and service; enabling and nurturing a culture to suit.

The Innovation and Development directorate includes Information Management and Technology, Research and Innovation, Outpatient Reform and Access and Business Services.

Our Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at [www.wacountry.health.wa.gov.au](http://www.wacountry.health.wa.gov.au)

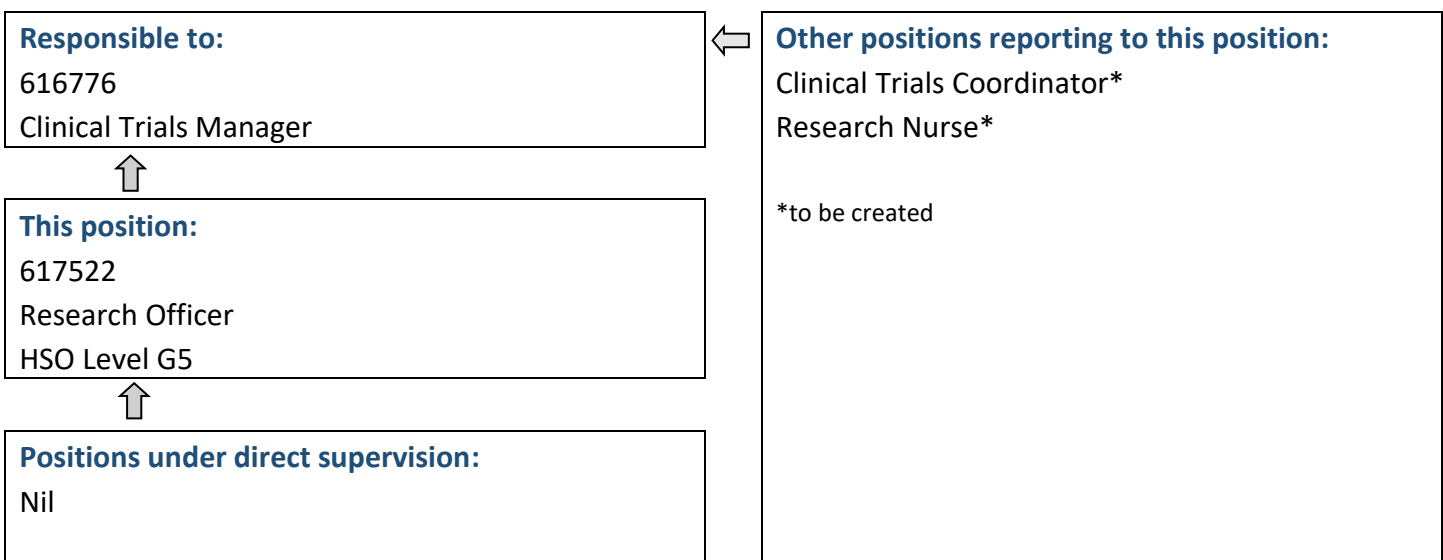
## Position Details

Position Number:	617522	Registration Date:	15 February 2023
Classification:	HSO Level G5	Location:	Central Office
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	Innovation and Development		

## Position Overview

Contribute to the promotion, reporting and evaluation of clinical trials and research programs, and undertakes the collection, analysis and generation of reports which contribute to submissions for consideration and review by internal and external stakeholders and committees. Assist with the development and delivery of education programs and resources for clinical trials and research programs. Assist staff within the Teletrials research team, trial participants, members of the multidisciplinary team and other interested parties.

## Reporting Relationships



## Key Duties/Responsibilities

### 1. Research data activities

- 1.1. Responsible for the collation, analysis and reporting of data from clinical trials and research activities undertaken within the area of speciality in accordance with ICH-GCP (International Conference on Harmonisation – Good Clinical Practice) Guidelines.
- 1.2. Assists with the daily supervision and management of regional clinical trial and research staff, including assessing workload, performance management, recruitment and ongoing development.
- 1.3. Liaises with and provides advice and guidance to members of the multidisciplinary team, internal and external stakeholders regarding data collection and analysis of information obtained and provided during clinical trials and research activities.
- 1.4. Undertakes analysis and submits reports in relation to program deliverables and budget under supervision of the Clinical Trials Manager in the area of speciality.
- 1.5. Undertakes analysis and prepares reports regarding clinical trials and research finding data for use in the creation of abstracts, papers and journal articles for publication, seminars and conference presentations by members of the multidisciplinary team in the area of speciality as required.
- 1.6. Undertakes analysis and prepares necessary documentation for protocol submissions and amendments for the Ethics Committee and relevant sub-committees.
- 1.7. Designs data collection forms/processes in consultation with other members of the multidisciplinary team.
- 1.8. Tracks and reports data management issues and problems identified in clinical trial and research activity data, protocol problems and violations without delay to the Clinical Trials Manager.
- 1.9. Ensures the confidentiality and security of patient information and data relative to clinical trials and research activities.
- 1.10. Ensures clinical trial/research staff is compliant with legislation, policies and protocols regarding records and information management within the area of speciality for clinical trials and research activities.

### 2. Education and Development

- 2.1. Supports the delivery of training and education and development programs to ensure the multidisciplinary team has awareness and knowledge of the clinical trials undertaken, the overarching clinical trial protocols and processes, contemporary research methodologies and procedural changes in Human Research Ethics committees both locally and nationally.
- 2.2. Assists in the planning and delivery of training and development of all staff in the area of speciality to enable the provision of high quality and effective research services.
- 2.3. Maintains a good working knowledge of the area of speciality, clinical trials and research activities conducted by the multidisciplinary team.

### 3. Quality Performance and Innovation

- 3.1. Participates in a continuous process to monitor, evaluate and develop service and performance.
- 3.2. Reviews and analyses work practices including recommending and implementing new procedures and processes in the area of speciality.

### 4. Communication

- 4.1. Maintains open and collaborative communication and support to the multidisciplinary team involved in clinical trials and research programs, patient care and service delivery in relation to an area of speciality.
- 4.2. Participates in research and multidisciplinary team meetings and represents the area of speciality at other meetings and committees as appropriate.



**5. 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, WACHS 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. Other**

- 6.1. Other duties as required.



## Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

### Essential

1. Demonstrated experience in the management of data, spreadsheet development and large relational databases to compile qualitative and quantitative information in a complex environment.
2. Demonstrated analytical and problem-solving skills, with knowledge of hospital information systems relevant to clinical data collection, tracking and reporting.
3. Well-developed communication skills (written and verbal) including report writing skills.
4. Ability to prioritise workloads to meet deadlines.
5. Knowledge of quality improvement principles.

### Desirable

1. Relevant degree post graduate qualifications or progression towards relevant degree or diploma.
2. Demonstrated knowledge of research methodology and ethical considerations in the conduct of research.
3. Current knowledge and commitment to Equal Opportunity, Disability Services and Occupational Safety and Health in all aspects of employment and service delivery.

## Appointment Pre-requisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Health Assessment
- Successful WA Health Integrity Check
- Successful Working with Children Check

WA Country Health Service –  
Central Office

15 February 2023  
REGISTERED

