



RESEARCH TRIAL CO-ORDINATOR

Organisation Unit

Department of General Practice and Primary Care

RESEARCH TRIAL CO-ORDINATOR

POSITION NO	0063358
CLASSIFICATION	UOM 6
SALARY	UOM 6 \$96,459 – \$104,413 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed term for 24 months
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Prof Jon Emery Email: jon.emery@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fisherman's Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus). The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Department of General Practice and Primary Care is looking to appoint a general practice research trial coordinator in our primary care trial unit, led by Prof Jon Emery. The role is to perform overall study co-ordination and management of The CASSOWARY Trial team, liaise with and recruit general practices and/or participants. The research trial coordinator will work individually and lead a team of research officers and research assistants. A key area of the research program is genomic testing for cancer risk and cancer screening.

The chosen applicant will primarily be responsible for the overall study co-ordination and management of The CASSOWARY Trial along with the research fellow. The research trial coordinator will be responsible for the development of SOPs; ensuring GCP and regulatory documentation is kept; managing and training of trial staff; organization of weekly trial project team meetings which they will minute and be responsible for action items; co-ordinate site initiation, monitoring and audit visits. A high level of clinical trial experience, organizational and managerial skill is required.

The CASSOWARY trial is a randomised controlled trial that will evaluate the effect of a multi-cancer genomic risk test (a polygenic risk score) with tailored cancer screening advice in general practice. The position will include engagement with general practices to recruit them to the trial, as well as engagement with GPs, practice nurses and practice managers.

The research officer will provide leadership, support and organisation to approach and recruit participants in general practice and implement the trial's complex intervention according to the trial protocol. The research officer will also be expected to undertake other research and administrative duties as required, may be involved in other research projects/trials and participate in Department of General Practice and Primary Care events.

Comprehensive training will be provided. The research officer will be provided with training in the screening, recruitment and consent aspects of the trial recruitment process. They will be expected to work with in a team or independently within the context of a general practice.

1. Key Responsibilities

- ▶ Maintain the governance framework, HREC submissions and amendments and the trial protocol.
- ▶ Manage the day-to-day operations of the CASSOWARY trial including GP clinic recruitment, participant recruitment, data management, safety monitoring, adhering to Good Clinical Practice, and reporting.
- ▶ Liaise with the Department of General Practice Primary Care Clinical Trials Unit and Rural and Regional Trials Network to support the conduct of the trial.
- ▶ Screen, recruit, consent, interview and randomise participants into the trials, and administer the intervention appropriately and consistently.
- ▶ Work with the trial leads to facilitate the delivery of the trial protocols and processes.
- ▶ Assess and contact general practices for the purpose of recruitment of general practitioners and other key staff for research participation and specific trial engagement.
- ▶ Provide and explain trial specific knowledge to general practitioners and other medical practice staff.
- ▶ Data collection, input and trial specific analysis as directed by the trial leads.
- ▶ Maintain confidential, accurate and detailed records consistent with high quality research.
- ▶ Administration and management of research related paperwork as required.
- ▶ Attend and contribute to trial specific meetings and other meetings, seminars and/or national and international conferences as required.
- ▶ Undertake an involvement in professional activities, including, subject to the availability of funds, attendance at and contribution to conferences and seminars in the relevant field of expertise as directed.
- ▶ Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.
- ▶ Travel will be required. When travel is required, it will be within metropolitan or regional Victoria, for meetings with clinic staff to secure their participation and/or participant recruitment.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A tertiary qualification in medical science, health science, or related discipline, with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training.
- ▶ Proficiency in accurate recording and analysis of data generated from research undertaken.
- ▶ Demonstrated high level of computing skills including competency with word processing (Microsoft Suite), spreadsheets, data management systems (REDCap), internet and email.
- ▶ Considerable relevant knowledge and experience in primary care, genomics, or clinical research including demonstrated knowledge of research trial methodology and Good Clinical Practice.

- ▶ Substantial experience in participant recruitment to clinical trials
- ▶ Excellent interpersonal, written and verbal communication skills and ability to work effectively with diverse stakeholders and as part of a team.
- ▶ Highly developed organisational skills, attention to detail and demonstrated ability to meet deadlines and manage competing demands.

2.2 DESIRABLE

- ▶ Honors or Masters qualification in medical science, health science, or clinical degree in nursing, genetic counselling or similar.
- ▶ Demonstrated ability working within general practice and interacting in a courteous and effective manner with clinical, academic and administrative staff.
- ▶ Database management skills.

2.3 OTHER JOB RELATED INFORMATION

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ Urban and regional travel will be required.
- ▶ Valid Driver's license
- ▶ We encourage a flexible working environment focused on outcomes rather than strict adherence to schedules. Therefore, the possibility exists that the incumbent will occasionally be required to work outside of normal working hours.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under broad direction from the Research Fellow and Principal Investigators. You are expected to exercise a high degree of independence and judgement, as you will be responsible for coordinating the day-to-day activities of the trials(s) within the trial framework.

To achieve department objectives and to ensure projects are run smoothly you will be required to show initiative and manage tasks with efficiency, accurately documenting and providing regular project updates to relevant lead researchers. The incumbent is expected to work independently, achieving the expected outcomes, be self-motivated, prioritise workloads and plan ahead.

3.2 PROBLEM SOLVING AND JUDGEMENT

High level problem solving and independent judgement is required for this position. The incumbent will be required to make independent judgements and recommendations regularly in relations to processes, current research and quality standards. You will be required to have current knowledge of legislation, policies and ethical standards within the university and primary care research.

The role requires active contribution to the unit and other stakeholders. The incumbent is required to build and manage relationships with a wide range of stakeholders.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is required to develop a comprehensive knowledge of the research activities as well as the broader primary care research field. The incumbent is also expected to contribute and drive planning and organisational processes. The incumbent is required to understand, implement and comply with local and international regulatory frameworks e.g. GCP, The National Statement on Ethical Conduct in Human Research).

The incumbent must comply with relevant Faculty and University policy and procedures.

3.4 RESOURCE MANAGEMENT

The incumbent will be required to have excellent time management skills and the ability to prioritise tasks to achieve required outcomes. You will be expected to maintain accurate records and provide regular progress reports in accordance university standards, and relevant clinical trial requirements at all times. You will be responsible for using resources in line with the University policies and procedures.

3.5 BREADTH OF THE POSITION

The incumbent will work within the Department of General Practice. The role will liaise with a wide range of stakeholders including staff across all levels in the Department, the Faculty, external researchers and consumers.

The incumbent will provide administrative and operational support in co-ordinating all aspects of the research operations, including recruitment activities and management of primary care research.

4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 ORGANISATION UNIT

The Department of General Practice and Primary Care originated as a unit within the Department of Community Medicine in 1977. It was established as a separate department within the School of Medicine in 2001 and established the Primary Care Research Unit (PCRU) as a centre of excellence in primary care research, research training and knowledge exchange in 2006. The Department has 68 (full time equivalent) staff supported by an operating budget of \$7 million and research income of approximately \$11 million annually.

With an increased profile within the Melbourne Medical School, the Department has utilised its growing network of general practitioners (GPs) and primary health care providers in the community to ensure that University of Melbourne medical students are provided with quality community-based medical education. The Department delivers postgraduate training for primary care nurses, and research training for medical, honours, masters (4) and PhD students (18). For more than 20 years, the Department has run a very successful General Practice academic registrar program where doctors who are training to be GPs (GP registrars) undertake a half time special skills post in academic medicine to experience an introduction to research and university teaching. We average around three academic registrars per year.

The Department has a successful Primary Care Trials Unit that has a practice-based research and education networks (VicREN and PARTNER), which comprises our community-based general practices (600+) and other primary care providers who contribute to and drive teaching and research. A proportion of our VicREN members are a part of our Data for Decisions (D4D) Community of Practice. In this D4D program general practices have an agreement with the Department to share their electronic medical record (EMR) data for research and policy advocacy; participating practices have also undertaken a process with their patients to opt out if they do not want their data shared. The EMR data is de-identified before it leaves the practice and is stored in a secure data repository managed by the Department, called Patron. Patron has a management group and an independent governance group with representatives who are consumers, GPs, practice managers, researchers, IT technical, and legal experts.

Our cross-cutting research themes include clinical biostatistics, implementation science, clinical informatics, co-design, and health services research. Central to our work is understanding the patient and practitioner experience and through co-production methodologies involving them in identifying the challenges and designing and testing solutions. Using clinical data analytics, we explore patient pathways through health care and describe the epidemiology of health and disease in primary care. With a focus on

primary care innovation, we develop, test and implement simple and complex interventions including digital technologies, such as a range of risk stratification and point-of-care decision making tools. The Department also has successful research programs in specialised areas in Cancer; Children and Young People's Health; Clinical Data Informatics, Data Driven Quality Improvement, Integrated Mental Health; Sexual Health, and Abuse and Violence.

For further information regarding the Department of General Practice please visit www.gp.unimelb.edu.au.

6.2 MELBOURNE MEDICAL SCHOOL

The Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

The MMS is composed of eight clinical departments (General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health-related graduate programs including the Doctor of Medicine (MD), the first professional entry Masters level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st century medical education.

The MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research and involves over 800 graduate researchers and 1000 academic staff.

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service.

6.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will

address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

6.4 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

6.5 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>