

i can

...do something
more meaningful



SA Health Job Pack

Job Title	Clinical Research Coordinator
Eligibility	Open to Everyone
Job Number	717788
Applications Closing Date	05/06/20
Region / Division	Southern Adelaide Local Health Network
Health Service	Flinders Medical Centre
Location	Bedford Park
Classification	MeS1
Job Status	Full-time, temporary up to 31 December 2020
Total Indicative Remuneration	\$71,596 - \$87,209 per annum

Contact Details

Full name	Britta Richards
Position Title	Executive Administration Officer
Phone number	(08) 8204 7133
Email address	britta.richards@sa.gov.au

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

Working with Children Screening - DHS	Yes
Vulnerable Person-Related Employment Screening - NPC	Yes
Aged Care Sector Employment Screening - NPC	No
General Employment Probity Check - NPC	No

Further information is available on the SA Health careers website at <https://www.sahealthcareers.com.au/information/>, or by referring to the nominated contact person above.

Immunisation Risk Category

Category A (direct contact with blood or body substances)

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances).

[Please click here for further information on these requirements.](#)

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

↳ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;

↳ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements

Position	Clinical Research Coordinator
Classification	MES1
Division	Medicine Cardiac and Critical Care Services
Department / Section / Unit / Ward	Haematology / Clinical Trials
Role reports to	Operationally: > Director of Clinical Trials (research projects) > Manager of Clinical Trials (trials activities) Professionally: > Director of Clinical Trials
CHRIS 21 Position Number New position to be created	Role Created / Review Date 01/12/2018
Criminal History Clearance Requirements <input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child - Prescribed (Working with Children Check) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)	Immunisation Risk Category Category A (direct contact with blood or body substances)

JOB SPECIFICATION

Primary Objective(s) of role:

The Clinical Research Coordinator assists in the day-to-day management of haematology clinical trials and performs scientific and laboratory tasks relating to both clinical trials and other haematology research projects.

Direct Reports: (List positions reporting directly to this position)

> Nil

Key Relationships / Interactions:

Internal:

The incumbent will be a member of the haematology clinical trials unit within the FMC Department of Haematology and will be located in the Flinders Centre for Innovation in Cancer. The incumbent will work collaboratively with consultants, clinical trials unit staff, nursing staff, scientific staff and other health professionals to achieve high quality scientific outcomes and service provision to patients.

External:

The Clinical Research Coordinator develops and maintains effective relationships and interactions with external stakeholders including healthcare/academic organisations, health professionals, cooperative groups, clinical research organisations, sponsors and external vendors.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Dealing with multiple tasks at one time, ranging from scientific to clinical, requiring the ability to appropriately allocate time and urgency for each.
- Managing competing priorities and the need to re-prioritise tasks at short notice to meet clinical/research needs including trial data locks or audits.

Delegations: (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

Financial	N/A
Human Resources	N/A
Procurement	N/A

Resilience

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN values and strategic directions.

General Requirements

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined in the Immunisation for Health Care Workers in South Australia Policy Directive.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > *Public Interest Disclosure Act 2018*.
- > Disability Discrimination.
- > Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

Handling of Official Information

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which

they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

Special Conditions

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for *Health Care Act 2008* employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<p>> Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan.</p>
Quality Research	<p>The Clinical Research Coordinator will contribute to the provision of <u>quality research</u> by:</p> <ul style="list-style-type: none"> • Using scientific expertise and competence in achieving the requirements of clinical trial protocols, including undertaking laboratory tasks and acquiring, analysing and interpreting data when needed. • Reporting clinical trial data to ensure accurate and prompt delivery of relevant findings and statistics for the Clinical Trials Unit Manager, Clinical Trials Unit Director or other relevant parties. • Assisting with undertaking non-clinical trial research projects in the Department of Haematology. • Assisting with the preparation of relevant data for publication. • Contributing to the preparation and submission of research papers and presenting research findings at internal and external meetings of scientific relevance. • Monitoring and taking relevant action to ensure the quality and maintenance of the research services offered by the Haematology Clinical Trials Unit and Department of Haematology. <p>></p>
Quality Clinical Trial Services	<ul style="list-style-type: none"> • Committing to provide an excellent clinical trial service to Southern Adelaide Local Health Network. • Being responsible for the day-to-day management of allocated phase I to III clinical trials and/or disease-specific databases. • Contributing to the coordination and prioritising of clinical trial patient requirements. • Liaising with Sponsor companies from initial contact through to study close-out. This includes assisting with activities such as: site initiation procedures, HREC submissions, requests for involvement of other FMC departments (as applicable), financial arrangements and payments, communications and documentation (as required). • Participating in the financial management of allocated clinical trials by calculating and submitting invoice reimbursements where required, in consultation with the Clinical Trials Unit Manager. • Participation in and preparation for audit(s). • Participating in the documentation and review of the Clinical Trial Unit's standard operating procedures. • Ensuring good working practice and compliance with the ICH GCP guidelines and the National Statement. • Participating in quality management activities and resolving identified problems. • Management of clinical trial material, recruitment, databases, advertising, accounts, paperwork, contracts and reporting. • Creation and distribution of advertising and recruitment materials for clinical trials. • Creating and maintaining relationships with the IEC and other departments within SALHN. • Undertaking routine maintenance of clinical trial equipment, including quality control programs, and recording these for reference. • Maintaining and ensuring appropriate storage of specimens, pharmaceutical stock and trial materials (including archiving and storage of confidential data), as required. • Assisting with the maintenance of a temperature log (with laboratory staff), pharmaceutical log (with pharmacy staff) and equipment calibration logs (with engineering staff). • Maintenance of previous trial participant records. • Monitoring and ordering consumables and trial/research materials, as required. <p>></p>

<p>Contribution to effective operation of unit</p>	<ul style="list-style-type: none">> Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers.> Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector).> Adhering to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements.> Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions.> Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.
--	--

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

Bachelor of Science, Bachelor of Applied Science or equivalent qualification pertaining to the biological or medical sciences.

Personal Abilities/Aptitudes/Skills

- > Ability to work harmoniously as part of a team
- > Ability to solve problems in an analytical manner
- > High level of oral and written communication skills
- > Competent in venepuncture and processing of biological specimens (including blood samples)
- > Commitment to medical and scientific research
- > Commitment to quality improvement
- > Ability to access databases and technical information via the internet
- > Excellent attention to detail
- > Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, diversity and WHS;
 - Quality management and client oriented service;
 - Risk management.

Experience

- > Previous experience in clinical medical research and/or scientific medical research
- > Proven experience in statistics, epidemiology and/or health economics
- > Demonstrated experience using and maintaining databases
- > Presenting research at scientific meetings
- > Competent with PCs, email and Microsoft Office application
- > Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards. (Mandatory for all clinical positions.)

Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > Knowledge of cell biology, molecular biology or other relevant biological science field
- > Knowledge and experience of clinical trials processes
- > Knowledge of ICH GCP principles
- > Knowledge of informed consent procedures
- > Knowledge of privacy and confidentiality regulations
- > Understanding of Work Health Safety principles and procedures
- > Understanding of Quality Management principles and procedures
- > Understanding of Delegated Safety Roles and Responsibilities
- > Awareness of National Safety and Quality Health Service Standards

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Experience

- > Proven experience in basic computing skills, including email and word processing.
- > Evidence of research output such as peer-reviewed journal publications and conference presentations

Knowledge

- > Awareness of the Charter of Health and Community Services rights.
- > Awareness of the Charter of Health and Community Services rights.
- > Knowledge of haematological cancers
- > Knowledge of haematology clinical trials
- > Knowledge of the haematology diagnostic laboratory

Educational/Vocational Qualifications

- > Honours degree in a relevant discipline

Organisational Overview

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Our Legal Entities

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network
	> Southern Adelaide Local Health Network
	> Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network
	> Yorke and Northern Local Health Network
	> Flinders and Upper North Local Health Network
	> Riverland Mallee Coorong Local Health Network
	> Eyre and Far North Local Health Network
	> South East Local Health Network

Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)



Code of Ethics

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees; it sets out the **South Australian Public Sector Values** as:

- > **Service** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

Role Acceptance

I have read and understand the responsibilities associated with the Clinical Research Coordinator in the Medicine Cardiac and Critical Care Services and organisational context and the values of SA Health as described within this document.

Name

Signature

Date