POSITION DESCRIPTION

Position Title: Clinical Research Coordinator

Organisation Unit: Children’s Acquired Brain Injury Program, Queensland Cerebral Palsy and Rehabilitation Research Centre, Faculty of Medicine – Child Health Research Centre.

Position Number: TBA

Type of Employment: Full time, 3 years fixed term

Classification: Hew Level 6

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by
government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://unique.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Faculty of Medicine

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.medicine.uq.edu.au.

UQ Child Health Research Centre

Established in 2015, the UQ Child Health Research Centre (UQ-CHRC) brings together some of UQ’s leading researchers to tackle global challenges in child and adolescent health. With research in nutrition and growth, respiratory disease, allied health, environmental health, burns, infectious diseases, cerebral palsy, rehabilitation and child and youth mental health and more, the centre is making a difference to the health of children everywhere.
The UQ-CHRC is co-located with research centres from Children’s Health Queensland and Queensland University of Technology (QUT) in the recently completed Centre for Children’s Health Research CCHR), a $134 million purpose-built research facility adjacent to the Lady Cilento Children’s Hospital.

Information relating to the activities of CHRC may be found at https://child-health-research.centre.uq.edu.au/.

**Queensland Cerebral Palsy and Rehabilitation Research Centre (QCPRRC)**

The Queensland Cerebral Palsy and Rehabilitation Research Centre (QCPRRC) is a research centre within the Faculty of Medicine Medicine, The University of Queensland (UQ), and a research program for the Department of Paediatric Rehabilitation situated within the Lady Cilento Children’s Hospital. It is closely linked with clinical services provided at the Lady Cilento Children’s Hospital, providing research leadership to the state-wide Queensland Paediatric Rehabilitation Service (QPRS) and the Queensland Children’s Motion Analysis Laboratory (QCMAL). Established in 2007, the QCPRRC is at the forefront of research both nationally and internationally with regular presentations at the Australasian Academy of Cerebral Palsy and Developmental Medicine, the European Academy of Childhood Disability and the American Academy of Cerebral Palsy and Developmental Medicine.

The Acquired Brain Injury in Children program (ABiC) is a new program in the QCPRRC. It is funded by the University of Queensland, Motor Accident Insurance Commission (MAIC) and the Children’s Hospital Foundation. This program focuses on improving the lives of children with acquired brain injury, especially Traumatic Brain Injury.

The focus of this crucial role will be to co-ordinate clinical research, including intervention trials, children who have had a Traumatic Brain Injury and their families under the guidance of the A/Professor Dr. Karen M. Barlow, the Dr. Paul Hopkins Chair of Paediatric Rehabilitation.

ABiC has links and collaborations with the University of Queensland, the UQ Centre for Clinical Research (UQCCR) and the Queensland Brain Institute. ABiC collaborates nationally and internationally in concussion research. ABiC will be setting up a new KidStim lab at CHRC in 2018, bringing neurostimulation therapies to children in Queensland.

More information about the QCPRRC can be accessed through our website, https://qcprrc.centre.uq.edu.au/

**Information for Prospective Staff**

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq
DUTY STATEMENT

Primary Purpose of Position

Under broad direction, the primary purpose of the position is to provide clinical research coordination and implementation of specific research projects conducted at the Child Health Research Centre providing administrative and operational support for new clinical research trials and prospective cohort studies for children with Acquired Brain Injury and their families. This will be achieved through close working relationships with researchers, clinical and professional staff, research students and families of children and youth participating in the research projects. This position will also be instrumental in setting up the new KidStim lab at CHRC. New studies are often multisite, requiring centralised ethics, regulatory advice and clinical trials data-management and co-ordination.

This position is physically based at the Centre for Children’s Health Research next to the Lady Cilento Children’s Hospital, South Brisbane and when required at the Herston Imaging Research Facility, Herston.

Duties

Duties and responsibilities include, but are not limited to:

Project Coordination

- Co-ordination of clinical trials according to good clinical practice (GCP) under the direction of the research project Chief Investigators, including establishment and trial registration.
- Coordinate task delegation amongst the research team, including clinicians, students and research assistants, to ensure effective completion of all administrative aspects of the research project.
- Coordinate all assessments and intervention episodes for the project, including liaising with health-service staff for medical charts, scheduling and room bookings, and performing assessments where appropriate in conjunction with multidisciplinary research staff and research higher degree students.
- Coordinate, implement and monitor recruitment of children to the studies.
- Organise project-related travel for participants, including flights and accommodation bookings, transportation, reimbursements, and associated documenting and reporting.
- Regular audits of study materials, inventory of toys, and research equipment, and coordinate the ordering, storage and maintenance of supplies and work areas for the research project.
- Where studies include magnetic resonance imaging (MRI), screen participants for safety, prepare and train children for MRI scans, work with radiographers to acquire MRI data, and take responsibility for the transfer and storage of MRI data.

Data Collection and Record Management

- Data collection (e.g., surveys and questionnaires with participants and families) and management, including but not limited to designing and constructing research questionnaires (Qualtrics, REDCAP), establishment and maintenance of databases (REDCAP), data entry, data cleaning, monitoring screening,
recruitment and randomisation, as well as preparing reports resulting from data analysis. Work in partnership with multidisciplinary research staff and research higher degree students regarding data collection, cleaning and management.

- Maintain a high standard of record keeping, communication and consultative skills to work effectively with children, parents/carers, multi-disciplinary team members, other health professionals and agencies in order to meet research goals, within ethical standards.

**Regulatory Affairs**

- Prepare, monitor and maintain all regulatory information for the projects, including but not limited to all ethics (new submissions, amendments, site-specific assessment) and institutional approvals, participant consent forms and insurance documents in clinical trials.
- Provide advice and support to other researchers conducting the research ethics, governance and regulatory management of clinical trials in the other sites of the Clinical Trials network.

**Reporting**

- Report to Chief Investigator on any issues related to implementation of the research program, ethical considerations, progress of data collection, compliance of research participants and/or families, implications for changes in best clinical practice (where appropriate to discipline), and any constraints arising within the research project.
- Provide monthly progress reports / study updates to the Scientific Director and Chief Investigators.
- Provide data for reporting on research outcomes, including preparation of abstracts, posters, oral presentations and publications.

**Other**

- Other duties as reasonably directed by your supervisor.

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- the [University’s Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University
Organisational Relationships

The position reports to the Associate Professor Karen Barlow, Chair in Paediatric Rehabilitation.

SELECTION CRITERIA

Essential

- Completion of an undergraduate degree with subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Eligibility to work with children: applicants should hold or be eligible to hold a Blue Card, or have current Australian Health Practitioner Regulation Agency (AHPRA) registration.
- Experience in research and project management preferably in a research and/or clinical setting.
- Experience in developing research practices, procedures and protocols with broad direction from Chief Investigators.
- Knowledge of ethics processes and governance documentation.
- Knowledge of the use of a wide range of computer applications in a network environment (particularly Microsoft Outlook, Word, Excel, PowerPoint, Endnote, REDCAP) in a large- to medium-sized organisation, or the demonstrated ability to rapidly acquire such knowledge.
- Excellent written communication skills.
- Excellent interpersonal skills including the ability to communicate effectively with stakeholders at all levels of the research and health care systems, including children and families.
- Excellent organisational skills, including the ability to prioritise own workload and exercise initiative and judgment as appropriate, and work in a flexible and dynamic environment with competing priorities to meet deadlines.

Desirable

- Completion of an undergraduate degree in field of allied health, nursing, health science, public health or directly related field.
- Experience coordinating large multi-site clinical trials.
- Experience working in a multidisciplinary research team.
- Ability to evaluate, interpret and report on results from research assessments to Chief Investigators.
- Detailed knowledge, or the ability to acquire knowledge, of academic and administrative policies and the inter-relationships between these policies and activities within research centres.
- Knowledge of the Queensland Hospital and Health Services’ (Children’s Health Queensland) administrative systems, procedures and practices.
**Qualification Verification**

An appointment to this position is subject to the verification of the highest academic qualification from the conferring institution.

Applicants will need to provide 3 referees including a recent employer (if they proceed to interview).

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage ([http://www.uq.edu.au/equity](http://www.uq.edu.au/equity)) for further information and points of contact if you require additional support.

This role is a part time position and flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.