POSITION DESCRIPTION

Position Title: Clinical Trial Assistant
Organisation Unit: Faculty of Medicine, Centre for Health Services Research
Type of Employment: Full time, Fixed Term for 1 year
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://uniquest.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.

Organisational Environment

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 Centre for Health Services Research

The UQ Centre for Health Services Research is one of five Research Centres in the Faculty of Medicine. The primary purpose of the Centre is to improve the delivery of health care through research which examines health systems performance and identifies mechanisms to improve access, effectiveness and efficiency. The Centre has research strengths in telehealth, geriatric medicine and aged care, renal medicine, clinical trial design and administration and biostatistics. The Centre engages 20 clinicians and research staff, 27 professional staff and has a large cohort of higher degree research students. The Centre works closely with the other Research Centres in the Faculty of Medicine (UQDI, UQCCR,
UQCHRC), the Faculty of Health and Behavioural Sciences and also with Metro South Hospital and Health Services. The Centre is the Australian Coordinating Centre for interRAI and leads international development of its hospital assessment systems related to function and psychosocial problems. It has extensive related data holdings.

The vision of the UQCHSR is to improve health outcomes for patients, with a particular focus on those with chronic disease or frailty, for remote communities and those with other forms of disadvantage or vulnerability. This will be achieved through strong engagement of researchers and practitioners across the translational spectrum, from basic, through clinical and health trials, to implementation, this will enable outcomes such as improved health care services, new clinical products, policies or educational improvements. UQCHSR will be recognized for its strong engagement with the Princess Alexandra Hospital and industry, and outcomes arising from addressing clinically important research questions. It will also have a reputation for the provision of outstanding clinical research training, pre-clinical and clinical research services (e.g. clinical trials design and data analysis), and clinical trial linked service provision.

The UQCHSR is located at the PA Hospital campus in Woolloongabba, South Brisbane, with activities based in the Hospital, the Clinical Research Facility and associated with research activities both nationally and internationally.

**The Australasian Kidney Trials Network (AKTN)**

The Australasian Kidney Trials Network (AKTN) is a unit of the Faculty of Medicine’s Centre for Kidney Disease Research at the University of Queensland, and is located at the Princess Alexandra Hospital campus, Woolloongabba. The AKTN was developed to deliver high quality clinical trials to improve the health and wellbeing of people with kidney disease. This collaborative research group engages with consumers of research, nephrologists, renal and research nurses, epidemiologists, biostatisticians, and other allied health professionals to design, conduct and support clinical trials focussed on improving appropriate patient-centred outcomes. The main functions facilitated by the AKTN are:

- The development of protocols for clinical trials in the area of kidney disease.
- Coordinating multi-centre clinical trials in Australia and New Zealand.
- Offering database and statistical support to Investigators conducting renal research.
- Fostering collaborations between nephrologists, renal nurses and allied health professionals for research output.
- Providing educational opportunities for researchers and investigators.
- Establishing links with similar investigator-led networks in Australia, and Internationally, to improve research outcomes.

Further information on the Australasian Kidney Trials Network visit the website at [www.aktn.org.au](http://www.aktn.org.au)

Information about the Faculty and the School may be accessed on the Faculty’s web site at [http://www.uq.edu.au/faculty-school](http://www.uq.edu.au/faculty-school).

The School of *Academic Discipline* is one of the largest Schools of this type in Australia with

**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](http://www.uq.edu.au/current-staff/working-at-uq)
DUTY STATEMENT

Primary Purpose of Position

The Clinical Trial Assistant (CTA) is responsible for supporting the clinical project team in daily study activities and clinical trial conduct by providing administration and project tracking support.

Duties

Duties and responsibilities include, but are not limited to:

- Project Tracking and Administration.
- Establishing and maintaining the tracking tools for assigned trials.
- Create, assemble and coordinate shipping of study materials.
- Conduct initial review and tracking of invoices & study payments.
- Monitor clinical study documents. Prepare, distribute, track and file clinical trial documents.
- Review Trial Master File (TMF) inventory for missing and expiring documents.
- Support Clinical Research Associate (CRA) and Clinical Project Manager (CPM) to track and file documents and study metrics.
- Support maintenance of the TMF and assist in quality control as appropriate.
- Review and assist in the collection of essential documents for completeness and compliance with Standard Operating Procedures (SOP), the protocol and appropriate regulations.
- Distribute clinical trial related materials to sites or clinical team members.
- Act as a central contact for designated project communications, correspondence and associated documentation.
- Participate in team meetings and assist in preparation of agendas, minutes, and tracking of action items.
- Assist CRA’s in preparation for clinical trial site monitoring visits
- Assist in the creation of study materials, including but not limited to documents, presentations, and reports.
- Perform administrative tasks to support Clinical Operations Team as needed.
- Any other duties as reasonably directed by your supervisor.

Other

- Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
  - 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 Clinical Operations Manager, Australasian Kidney Trials Network.
SELECTION CRITERIA

**Essential**

- Qualifications and training equivalent to an undergraduate degree with subsequent relevant experience in business administration, science, health or related field; or an equivalent combination of relevant experience and/or education/training.
- General knowledge of applicable clinical research principles and requirements, including GCP and ICH guidelines.
- Advanced knowledge of clinical study processes.
- Strong computer literacy including proficiency in Microsoft Word, Excel and PowerPoint.
- Strong written and verbal communication skills.
- Demonstrated effective time management and organisational skills.
- Ability to multitask with significant attention to detail.
- Excellent interpersonal skills including the ability to communicate effectively with clients by telephone, email and in person.
- Ability to prioritise own workload, work independently and meet deadlines.

**Desirable**

- Experience using Customer Relationship Management (CRM) Software

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) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

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