POSITION DESCRIPTION

Position Title: Clinical Database Administrator
Organisation Unit: Faculty of Medicine, Centre for Health Services Research
Position Number: New
Type of Employment: Full time, Fixed-term for 12 months
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://uniqquest.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 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 Centre for Kidney Disease Research, Centre for Health Services 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

Information about the Faculty and the Centre may be accessed on the Faculty’s web site at https://www.uq.edu.au/departments/.

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 direction from the Clinical Project Manager/Data Manager, the Clinical Database Administrator (CDA) is responsible for the development, administration and maintenance of AKTN clinical trial databases and randomisation systems.

Duties

Duties and responsibilities include, but are not limited to:

- Perform day-to-day administration of electronic data capture (EDC) and randomisation systems, including managing user accounts, electronic sign-offs, and database lock during closeout of trials.

- Responsibility for electronic Case Reform Form (eCRF) design and development, completing user acceptance testing (UAT) before production, maintaining the systems during the life of a clinical trial, and closing of systems and archiving data at trial completion.

- Monitor quality of electronic data and ensure timely and accurate data collection by developing and programming data quality acceptance checks, data screening, and annual data audit reports.

- Management of web-based training in EDC and randomisation systems and ongoing EDC support for AKTN clinical operations staff and site coordinators, including monitoring the AKTN data email account and providing timely responses to user emails.

- Develop EDC and randomisation user guides and instruction manuals for site coordinators and AKTN clinical operations staff.

- Develop processes and procedures for performing regular data back-ups and secure transfer and archiving of data.

- Work with biostatistics staff in the preparation of statistical reports for meetings of Data and Safety Monitoring Boards.

- Act as an integral part of a small team in a flexible working environment including participation in regular AKTN trials meetings and Biostatistics and Data Management group meetings.
• Ensure the timely completion of tasks and priorities as required and consistent with the position classification.

• Any other duties as directed by the Clinical Project Manager/Data Manager.

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 Project Manager/Data Manager, Australasian Kidney Trials Network.
**SELECTION CRITERIA**

*Essential*

- Undergraduate degree in health, science or computer science, or related field with subsequent experience as a database administrator/programmer in a clinical research environment or an equivalent combination of relevant experience and/or education/training.

- Experience using programming languages (e.g., MS SQL).

- A demonstrated working knowledge of electronic data capture systems (e.g., InForm, REDCap).

- Demonstrated problem solving and planning skills with the ability to prioritise own workload and meet deadlines.

- A demonstrated high level written and oral communication, and inter-personal skills.

- Ability to work with a high level of accuracy and attention to detail.

- Ability to work effectively within a team and autonomously and be self-motivated combined with a high level of initiative, drive and enthusiasm.

*Desirable*

- Working knowledge of a statistical programming language (e.g., R, SAS).

- Knowledge and understanding of regulatory guidelines for quality data management and data privacy.

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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.