POSITION DESCRIPTION

Position Title: Clinical Research Coordinator
Organisation Unit: Queensland Brain Institute
Position Number: 3042051
Type of Employment: Part Time (60%), Fixed Term for 3 years
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 (60). 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

The Queensland Brain Institute works to understand the development, organisation and function of the brain. We aim to understand the neural circuits in the brain, how their function results in behavioural outcomes, and how dysfunction of these circuits leads to disorders such as dementia, Parkinson’s disease and schizophrenia. We aim to (1) Develop novel therapeutic approaches to treat disorders of neural function and (2) Use our understanding of brain function to improve learning in classrooms and in the workplace.

Established in 2003, QBI is housed on the St Lucia campus of UQ. It is home to more than 450 staff and students, including 41 group leaders.

Over the past decade QBI has become known as one of the world’s leading neuroscience research institutes. It played a key role in contributing to UQ attaining the highest possible score of 5 for neuroscience, in both the 2010, 2012, and 2015 Excellence in Research for Australia (ERA) reviews, one of only two universities in Australia to achieve this.

Information about the Institute may be accessed on the Institute’s web site at www.qbi.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

The primary purpose of the position is to provide clinical research coordination and implementation of specific research projects conducted in the Cognitive Neurology lab at the Queensland Brain Institute. Your role includes administrative and operational support for new clinical research studies including prospective cohort studies for people with degenerative brain diseases such as the major forms of dementia and related disorders. This will be achieved through close working relationships with researchers, clinical and professional staff, research students, research participants with degenerative diseases and their families.

This position is physically based at the Queensland Brain Institute, St Lucia Campus and when required at Mater Hospital.

Duties

Duties and responsibilities include, but are not limited to:

- Co-ordination of clinical cohort research studies including preparation, monitoring and reporting of ethics and governance submissions under the direction of the Chief Investigator; liaising with research volunteers and their care-givers to facilitate
participation in studies.

- Co-ordination of clinical trials according to good clinical practice (GCP) under the direction of the research project Chief Investigators, including setting up and monitoring ethics, trial registration, database set-up and management, co-ordination of staff for data collection and intervention delivery.

- Co-ordinate task delegation amongst the research team, including clinicians, students and research assistants, to ensure effective completion of all administration aspects of the research project.

- Data collection (e.g., questionnaires from participants and carers and cognitive testing) and management, including but not limited to data entry, data cleaning, and maintenance of databases (REDCAP), monitoring screening, recruitment and, in some circumstances, randomisation for intervention studies, as well as preparing reports resulting from data analysis. Also work in partnership with multidisciplinary research staff and research higher degree students regarding data collection, cleaning and management.

- Where studies include magnetic resonance imaging (MRI), screen participants for safety, work with radiographers to acquire MRI data, and take responsibility for the transfer and storage of MRI data.

- Where studies include collection of blood samples, applying correct methods of collection, processing and storage of samples.

- Prepare and maintain all regulatory paperwork 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 research studies and trials.

- Provide advice, support to other researchers conducting the research ethics, governance and regulatory management of clinical studies in the other, collaborating, sites.

- 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.

- Provide monthly progress reports / study updates to the Chief Investigator.

- 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 data for reporting on research outcomes, including preparation of data for abstracts, posters, oral presentations and publications.

- Coordinate, implement and monitor recruitment of research participants to the studies.

- Organise project-related travel for participants, including flights and accommodation bookings, transportation, reimbursements, and associated documenting and reporting.

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

- Coordinate the ordering, storage and maintenance of supplies and work areas for the research project.

- Coordinate occasional meetings in which care-givers of specific disease-group
patients can be briefed by members of the research team on research findings.

- 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 of 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 Professor Peter Nestor, Professor in Neuroscience, QBI.

SELECTION CRITERIA

Essential

- Completion of an undergraduate degree with subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- 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 research participants and their care-givers.
- 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

- Experience working in a multidisciplinary research team
• Ability to evaluate, interpret and report on result from research assessments to Chief Investigators

• Details 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' (e.g. care pathways for people with dementia) administrative systems, procedures and practices.

• Experience with administration of clinical and cognitive assessment scales.

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.