

## POSITION DESCRIPTION

<b>Position Title:</b>	Clinical Administrator
<b>Organisation Unit:</b>	UQ Centre for Clinical Research (UQCCR)
<b>Position Number:</b>	3018970
<b>Type of Employment:</b>	Continuing
<b>Classification:</b>	HEW Level 5

## 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 (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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://uniquet.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 Spinifex 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](http://www.medicine.uq.edu.au).

## **UQ Centre for Clinical Research**

The University of Queensland Centre for Clinical Research (UQCCR) is a \$70 million purpose-built facility sponsored by Atlantic Philanthropies, the Queensland Government (Smart State funding) and UQ. The building, completed in early 2008, is located at the Royal Brisbane and Women's Hospital site at Herston, Brisbane. The RBWH is the largest teaching hospital in Australia and the site also houses a basic medical research institute (QIMR), and a significant Faculty of Medicine presence, including the Schools of Public Health. The UQCCR has capacity for 320 staff with affiliation guided by research strengths, assessed by defined research quality indicators.

UQCCR's mission is to improve health outcomes for individuals and populations based on rigorous, high quality clinical research. This is achieved by facilitating research and training, influencing patient care, and providing the translational linkages between basic and applied scientific research, the patient, and health outcomes. The current research themes are: Clinical Neuroscience; Pathology Test Development; and Infectious Diseases.

UQCCR is a University-level research Centre reporting to the Research Dean of the Faculty of Medicine. The centre's postgraduate students are enrolled through partnering Schools.

### **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>

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## **DUTY STATEMENT**

### **Primary Purpose of Position**

This position is responsible for the support of the operation of the clinical space located within the UQ Centre for Clinical Research. The space consists of sixteen clinical rooms, of which 4 are specialty spaces i.e. Electroencephalogram (EEG) suite, BodPod (Body Composition) room and Transcranial Direct Stimulation (tDCS).

In addition to Phase 2-3 Clinical drug Trials, the clinical research floor current projects include, information collection quality of life questionnaires (QOLQ), interviews, psychometric testing, clinical examination, Physical activity measurements, vital signs measurements, body composition scans, non-invasive electrical brain stimulation.

The role focuses on managing the patient administration, the administration of the clinical floor and the maintenance of the physical clinical infrastructure. To provide timely and accurate information to patients, clients and staff to facilitate service delivery in the clinical setting.

### **Duties**

Duties and responsibilities include, but are not limited to:

### **Patient Engagement**

- Respond to all general reception enquiries; ensuring the accurate transfer of both information and instructions between UQCCR, the patient and clinicians.
- Coordination of all patient bookings, and handling of enquiries which may be of a clinical nature, as well as responsibility for ensuring patients complete required documentation including indemnity paperwork.
- Manual handling of patients, including moving the patient in and out of a wheel chair, taking them to the bathroom and to and from the waiting room and transportation

## **Administration**

- Ensure the efficient use of UQCCR space and facilities through planning, scheduling and prioritizing.
- Ensure appropriate storage, use and record keeping in UQCCR e.g. controlled temperature storage, in accordance with all OHS principles and risk management.
- Responsibility for the setup of the rooms between appointments, including clinical resources, equipment, materials and linen.
- Provide high-level administrative support to the clinicians and research staff conducting Phase 2 & 3 clinical trials.
- Participation in safety committee meetings, audit activities, and preparation of agendas and minutes.
- Manage petty cash, including reconciliation and payments to clinical trial participants.
- General office duties as directed by Clinical Research Coordinator, including using specialized clinical management software e.g. Redcap and Genie, booking and coordination of travel.
- Assist with the organisation of administrative aspects of internal workshops, seminars, conferences, and promotional events.

## **Training**

- Support training for the use of specialised equipment including Electroencephalogram (EEG) suite, BodPod (Body Composition) room and Transcranial Direct Stimulation (tDCS)

## **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 the Clinical Research Coordinator.

## **SELECTION CRITERIA**

- Possession of an undergraduate degree, preferably clinical from a tertiary institute with subsequent relevant experience; or equivalent qualification in nursing and registration with the appropriate professional body; or an equivalent combination of relevant experience and/or education/training. Medical receptionist experience and/or qualifications will be highly regarded.
- Knowledge and understanding of complex medical and clinical research terminology.

- Demonstrated ability to work with a variety of stakeholders, including clinicians, research staff and students, and elderly or infirm patients in a medical setting.
- Demonstrated commitment to and enthusiasm for the provision of excellent patient or client service.
- Excellent interpersonal and communication skills, including telephone etiquette, and experience in handling sensitive and confidential information.
- Experience in using a range of software packaged including appointment, billing, word processing, spreadsheet etc. research specific and clinical trials packages
- Ability to work under broad direction, in an efficient and well-organised manner, exercise independent judgement, meet deadlines, follow tasks through to completion and undertake problem solving, with effective written and oral communication skills
- Knowledge of, and a demonstrated ability to apply corporate operating policies and procedures in a university, hospital or equivalent setting.

### **Vaccinations and Immunisation**

It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University's Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.

**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, including job sharing, may be considered.**

**Accessibility requirements and/or adjustments can be directed to Human Resources, Faculty of Medicine.**