

POSITION DESCRIPTION

Position Title:	Clinical Research Assistant
Organisation Unit:	Queensland Brain Institute
Position Number:	3028080
Type of Employment:	Part Time (60%), Fixed term for 12 months, with the possibility of extension
Classification:	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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a \$2.15 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+.

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

Queensland Brain Institute

The Queensland Brain Institute (QBI) was established in 2003 on the St Lucia campus of UQ, and is home to more than 450 staff and students, including 38 Group Leaders. The researchers work to understand the development, organisation and function of the brain. This is done by exploring the neural circuits in the brain, how information is processed in these circuits, how their function results in behavioural outcomes, and how dysfunction of these circuits leads to disorders such as dementia, stroke, motor neurone disease, Parkinson's disease, anxiety and depression, and schizophrenia. Ultimately, researchers aim to develop novel therapeutic approaches to treat disorders of neural function, and to improve learning in classrooms and in the workplace.

Over the past decade QBI has become known as a world-leading neuroscience research institute. It played a key role in contributing to UQ attaining the highest possible score of 5 for neuroscience, in all four of the Excellence in Research for Australia (ERA) reviews (in 2010, 2012, 2015 and 2018), one of only two universities in Australia to achieve this.

Details of the Institute may be accessed from the website: www.qbi.uq.edu.au.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is [available online](#).

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of the position is to support clinical trial coordination and provide assistance to the implementation of specific research projects conducted at UQ's Queensland Brain Institute. The role is administration and operational support for current and new clinical research neuromodulation studies. This will be achieved through close working relationships with researchers, clinical and professional staff.

Duties

Duties and responsibilities include, but are not limited to:

- Co-ordination of QBI's clinical trials according to Good Clinical Practice (GCP) under the direction of the research project Chief Investigators, including all administrative tasks, submission of ethics and governance submissions, trial registration, case report forms and database set-up and management.

- Ensure research activities are conducted in accordance with study protocols and the Australian and internationally accepted guidelines for GCP in research.
- Prepare and maintain all regulatory paperwork for the projects, including but not limited to ethics (amendments and event reporting) and governance and obtain institutional approvals.
- Communicate professionally and effectively with trial participants and investigators, to coordinate and plan trial-related procedures and visits. This includes logistical support of trial participants by arranging and forward planning their visit attendance. Systematically maintaining records of costs associated with travel expenses and reimbursements.
- Data collection (e.g. questionnaires from participants and care-givers) and management, including but not limited to data entry, data cleaning, and maintenance of databases. Understanding the principles of GCP, your role includes maintaining the study blind and ensuring participants and their identifying information/data remain de-identified.
- Provide annual progress reports / study updates to ethics and interim reports where required.
- Tracking and proactively following up on Adverse Events and Serious Adverse Events.
- Assist with research project finances, such as payment of invoices, and updating the Chief Investigators on project spend.
- Report to the 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.
- Assist in the organisation of QBI's clinical education activities; such as patient and carer information sessions, and GP information seminars.

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 Institute Director, Professor Pankaj Sah.

SELECTION CRITERIA

Essential

- Completion of a degree in a related field and experience in clinical trials or an equivalent combination of relevant experience and/or education/training. Excellent verbal and written communication skills.
- Proactive organisational skills and ability to problem solve.
- Ability to work as part of a team.
- Highly organised and able to prioritise competing tasks and Research study demands.
- Maintaining a strong work ethic whilst working independently.
- Ability to forward plan, supporting and overseeing the project as a whole.
- Awareness of the principles of confidentiality, privacy and information handling.
- Knowledge of ethics processes and governance procedures and documentation.
- Dedication to meeting strict reporting timelines and supporting Investigators in this process.
- Knowledge of the use of a wide range of computer applications (particularly Microsoft Outlook, Word, Excel, Access).
- 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.

Desirable

- Experience with the administration of coordinating clinical trials.
- Flexibility of work days ideal and able to be contactable after hours.

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

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.