Position Description

Title: Biobank Coordinator
HEW Level: Level 6

Faculty/Office: Faculty of Medicine and Health Sciences
Position Number:

Department/Team: Biomedical Sciences
Date: November 2017

Position Purpose: To coordinate the collection of samples and maintain information for the Neurodegenerative disease biobank for the Macquarie Neurology Clinic, including patient recruitment, processing and cataloguing biological samples, enhancing and maintaining the Biobank database and its reporting capabilities.

ORGANISATIONAL CONTEXT

Macquarie University is developing the nation’s first fully integrated academic health sciences centre under a university’s leadership. With a focus on patients and an ultimate goal of improving lives, MQ Health, the Macquarie University Health Sciences Centre will see true convergence of the learning and research endeavours of Macquarie’s Faculty of Medicine & Health Sciences (FMHS), the clinical components of the Faculty of Human Sciences with the clinical care provided at Macquarie University Hospital (MUH) and Macquarie University Clinical Associates (MUCA). MQ Health brings together the excellent work of medical and allied health researchers across the University and around the country, with unparalleled access to the world-leading clinical resources and research facilities found only on our campus.

The Faculty of Medicine and Health Sciences has active research programs in biomedical, translational and health services domains, with current areas of strength including neurosciences (especially motor neuron disease, neurological rehabilitation, and the clinical neuroscience of pain), cancer medicine, and vascular science, amongst others. The Faculty hosts the Australian Institute of Health Innovation, an internationally acclaimed powerhouse researching health systems, e-health, and patient safety. In learning and teaching, the Faculty offers a unique suite of capability-based medical education programs including a unique three-year extended masters-level, professional-entry Doctor of Physiotherapy degree, a Graduate Diploma of Anatomy program, a Master of Public Health, an accelerated 2 year Bachelor of Clinical Science program and the Macquarie MD (Doctor of Medicine).

This position will be based within the Faculty’s MND Research Group which is one of Australia’s largest MND programs, comprised of a multidisciplinary team of experts. The Neurodegenerative disease biobank is the centrepiece of this program, with an extensive collection of biological samples and clinical data for research.
## KEY ACCOUNTABILITIES

- Coordinate and recruit patients to the Neurodegenerative disease biobank, including providing information to patients on the Biobank, and MND Centre’s research program to support informed consent for biological samples to be taken.
- Coordinate patient consent to the biobank and respond to and resolve patient concerns in a highly confidential and sensitive manner to ensure patients are treated with respect and dignity.
- Liaise with the NSW brain bank to coordinate the recruitment and patient consent to the NSW brain bank.
- Collect and record demographic and clinical data for patients into relevant databases.
- Perform phlebotomy and coordinate the collection of biological samples with biobank staff, clinicians and research staff, in accordance with approved clinical standards and Standard Operating Procedures.
- Ensure compliance with University research and ethics protocols and legislative requirements related to patient interaction and the collection and handling of samples and data.
- Assist and guide researchers in the use of clinical data for research projects including explaining data variables and how it could be used to support their project.
- Support the Biobank Manager with the development, enhancement and maintenance of a new Biobank database and its reporting capabilities including assisting with the transition of data to the biobank database.
- Coordinate the recording of samples in the Biobank database to ensure the database and biological samples inventories are up to date.
- Participate in governance committees for the biobank and review projects requiring patients.
- As required, attend research conferences to promote the biobank by giving briefs or talks.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.

## POSITION CONTEXT

### Reports to:
Biobank Manager

### Positions Reporting to:
- Direct: nil
- Indirect: nil

### Key Direct Clients:
- A/Professor Neurobiology
- Professor, Neurology
- MND Biobank Executive Committee
- MND patients and family members
- Macquarie University Hospital and Clinic staff

### Other Key Relationships:
- Immediate team members
- MQ staff in general
- Research staff

### Budget Accountability:
Nil

### Role-specific Conditions:
Nil

### Scope and autonomy
Within defined parameters, adapts and develops processes, procedures, systems and/or techniques that impact how work is performed.

### Problem solving
Regularly identifies, designs, develops and implements improvements to work procedures, practices, systems and/or techniques.
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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tbody>
<tr>
<td><strong>Planning and Execution</strong>: Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Perseverance</strong>: Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Quality Focus</strong>: Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Communication</strong>: Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td><strong>Reliability</strong>: Meeting commitments and responsibilities.</td>
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<td><strong>Relationship Management</strong>: Establishing effective working relationships with others.</td>
<td><strong>Interpersonal Impact</strong>: Making a positive impression on others in a range of interpersonal contexts.</td>
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<td><strong>Teamwork</strong>: Working in collaboration with others to achieve shared goals.</td>
<td><strong>Resilience</strong>: Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td><strong>Analysis and Judgement</strong>: Evaluating information and data to solve problems and make decisions.</td>
<td><strong>Integrity</strong>: Maintaining confidentiality, discretion and professionalism.</td>
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<td><strong>Change Focus</strong>: Adapting to new situations and dealing with change.</td>
<td><strong>Initiative</strong>: Taking action, on own accord, to address problems and prevent them from reoccurring.</td>
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<td>REQUIRED KNOWLEDGE</td>
<td>ACQUIRED KNOWLEDGE</td>
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<td>Qualifications, technical and/or professional skills and information needed from day one for successful performance.</td>
<td>Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.</td>
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| • Bachelor degree in nursing, medical science or related discipline or equivalent.  
• Venepuncture certification  
• Knowledge of medical terminology  
• Understanding of human research ethics principles, protocols and guidelines  
• Knowledge of Good Clinical Research Practice  
• Computer skills including MS Office and internet and database management | • Knowledge of MQ biobank database and MND research projects  
• Thorough knowledge of Macquarie University patient consent forms and processes  
• Knowledge of how to work safely in Faculty of Medicine and Health Sciences Laboratories  
• Knowledge of the Faculty of Medicine and Health Sciences' policies, systems, processes and procedures. |

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<th>KEY EXPERIENCES</th>
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<td>Practical experiences and exposure to specific environments or activities related to successful performance.</td>
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| • Venepuncture and IV cannulation skills to take biological samples  
• Banking of biological samples  
• Consulting with patients in a sensitive manner  
• Handling confidential patient information and informed consent process  
• Ability to interpret clinical data and medical notes  
• Using clinical research databases  
• Working with or an ability to work with deteriorating patients in a clinical setting  
• Working with a research team (preferable) |