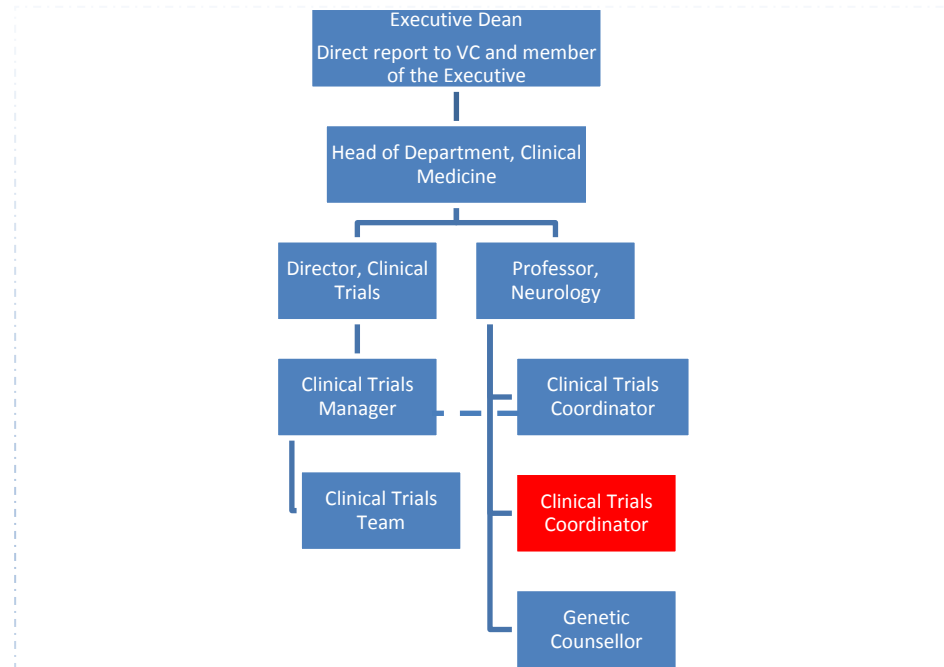


## Position Description

<b>Title:</b> Clinical Trials Coordinator	<b>HEW Level:</b> 6
<b>Faculty/Office:</b> Faculty of Medicine and Health Sciences	<b>Position Number:</b> tba
<b>Department/Team:</b> Department of Clinical Medicine	<b>Date:</b> July 2018
<b>Position Purpose:</b> To coordinate Clinical Trials for patients with Neurological diseases.	
<p style="text-align: center;"><b>ORGANISATIONAL CONTEXT</b></p> <p>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, the Macquarie University Health Sciences Centre will see true convergence of the learning and research endeavours of Macquarie's Faculty of Medicine and Health Sciences with the clinical care provided at Macquarie University Hospital and Clinics. It 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.</p> <p>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 educational programs aimed at post-graduation subspecialty medical education and training, and a unique three-year extended masters-level, professional-entry Doctor of Physiotherapy degree.</p>	<p style="text-align: center;"><b>ORGANISATION CHART</b></p>  <pre> graph TD     ED[Executive Dean Direct report to VC and member of the Executive] --&gt; HD[Head of Department, Clinical Medicine]     HD --&gt; DCT[Director, Clinical Trials]     HD --&gt; P[Professor, Neurology]     DCT --&gt; CTM[Clinical Trials Manager]     CTM --&gt; CTT[Clinical Trials Team]     P --&gt; CTC[Clinical Trials Coordinator]     P --&gt; CTR[Clinical Trials Coordinator]     P --&gt; GC[Genetic Counsellor]     style CTR fill:#f00     </pre>

KEY ACCOUNTABILITIES	POSITION CONTEXT	
<ul style="list-style-type: none"> <li>• Coordinate and monitor how assigned clinical trials are conducted, in accordance with Good Clinical Practice (GCP) protocols and with guidance from the Professor, Neurology and Clinical Trials Coordinator.</li> <li>• Liaise with relevant parties of Macquarie University, Macquarie University Hospital and external organisations to ensure quality and service standards of clinical trials.</li> <li>• Coordinate the collection, handling and reporting of patient and trial data.</li> <li>• Undertake basic processing of biological samples.</li> <li>• Assist the Clinical Trials Coordinator and Principal Investigator with reporting on clinical trials and ethics submissions.</li> <li>• Promote the health and wellbeing of patients participating in clinical trials.</li> <li>• Communicate clinical trial processes, appointments and results with patients and relevant clinical research organisation and resolve concerns in a highly confidential and sensitive manner to ensure patients are treated with respect and dignity.</li> <li>• Comply with University research and ethics protocols and legislative requirements related to clinical trials and data.</li> <li>• Manage the collection of patient biological samples and ensure samples are handled in accordance with approved clinical standards and Standard Operating Procedures.</li> <li>• Comply with relevant EEO and WHS regulations.</li> <li>• Perform any other duties as required and appropriate for this classification.</li> </ul>	<b>Reports to:</b>	Professor, Neurology
	<b>Positions Reporting to:</b>	Direct: nil Indirect: nil
	<b>Key Direct Clients:</b>	<ul style="list-style-type: none"> <li>• Patients</li> <li>• Clinicians who have input into Neurology Clinical Trials and/or whose patients are involved in trials</li> <li>• Independent or Government agencies auditing trials</li> <li>• External organisations sponsoring trials</li> <li>• MUH Pharmacy</li> </ul>
	<b>Other Key Relationships:</b>	<ul style="list-style-type: none"> <li>• Immediate team members in Neurology team and Clinical Trials teams</li> <li>• MQ postgraduate students</li> <li>• MQ Research and Clinical staff in general</li> <li>• MUH staff</li> <li>• External organisations sponsoring trials</li> <li>• Independent or Government agencies auditing trials</li> <li>• Patients</li> </ul>
	<b>Budget Accountability:</b>	nil
	<b>Role-specific Conditions:</b>	Criminal History Check Immunisation checks
	<b>Scope and autonomy</b>	Within defined parameters, adapts and develops processes, procedures, systems and/or techniques that impact how work is performed.
	<b>Problem solving</b>	Regularly identifies, designs, develops and implements improvements to work procedures, practices, systems and/or techniques.

## CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

### **COMPETENCIES** Clusters of behaviours required for successful performance.

**Planning and Execution:** Managing time and resources to complete tasks and achieve objectives.

**Quality Focus:** Ensuring accuracy and quality when completing tasks.

**Communication:** Effectively grasping and conveying ideas and concepts to others.

**Service Focus:** Making students, staff, key contacts and their needs a priority.

**Improvement Focus:** Finding better ways of completing tasks or solving problems.

**Teamwork:** Working in collaboration with others to achieve shared goals.

### **ATTRIBUTES** Personal qualities related to successful performance.

**Perseverance:** Persevering despite obstacles to ensure tasks are completed.

**Reliability:** Meeting commitments and responsibilities.

**Initiative:** Taking action, on own accord, to address problems and prevent them from reoccurring.

**Accountability:** Assuming responsibility for making decisions and delivering agreed outcomes.

**Integrity:** Maintaining confidentiality, discretion and professionalism.

<p><b>REQUIRED KNOWLEDGE</b>  <b>Qualifications, technical and/or professional skills and information needed from day one for successful performance.</b></p> <ul style="list-style-type: none"> <li>• Bachelor degree in nursing, medical science, life science or related discipline or equivalent combination of education/training and experience.</li> <li>• Well-developed computer skills in database management, MS Word, Excel, and web based research.</li> <li>• Knowledge of medical terminology</li> <li>• Venepuncture certification</li> <li>• GCP Certification and knowledge of ICH-GCP principles.</li> </ul> <p><b>ACQUIRED KNOWLEDGE</b>  <b>Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.</b></p> <ul style="list-style-type: none"> <li>• Knowledge of MQ Clinical Trials, protocols and document management</li> <li>• Knowledge of how to work safely in FMHS</li> <li>• Knowledge of the faculty/office's policies, systems, processes and procedures</li> </ul>	<p><b>KEY EXPERIENCES</b>  <b>Practical experiences and exposure to specific environments or activities related to successful performance.</b></p> <ul style="list-style-type: none"> <li>• Previous experience with Clinical Research</li> <li>• Taking patient samples</li> <li>• Consulting with patients in a sensitive manner</li> <li>• Handling confidential patient information and informed consent process</li> <li>• Working with a Clinical Trials team (preferable)</li> <li>• Familiarity with electronic patient data collection databases or systems</li> </ul>
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