THE UNIVERSITY OF WESTERN AUSTRALIA

# POSITION DESCRIPTION

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| **Position Title** | Clinical Trial Coordinator |
| **Classification** | Level 7 |
| **School/Division** | Medical School |
| **Centre/Section** | Centre for Medical Research |
| **Supervisor Title** | Research Fellow |
| **Supervisor Position Number** | 316839 |
| **Position Number** | 321336 |

## Your work area

The research group is conducting an interventional clinical trial, to assess the efficacy of a novel non-invasive device to treat children with otitis media with effusion. This position is based at the QEII Medical Centre campus.

## Reporting structure

Reports to: Research Fellow
Dotted line reports to: Principal Investigator

## Your role

As the appointee you will, under broad direction, develop trial standard operating procedures, database to capture patient data, management of ethics submission and interaction with the ethics body and organise the clinical operation and the implementation of the Trial protocol. You will work alongside and coordinate the operations of the clinical team recruiting and retaining participants and ensuring their welfare. You will monitor the GCP compliant operations of the trial, ensuring the completeness of data gathered at participant visits, and liaise with an independent auditor to report and record deviations from the protocol and any safety issues.

## Your key responsibilities

Develop investigators brochure, Standard Operating Procedures (SOPs) and patient data recording templates

Manage the database and ethics submission

Coordinate the clinical trial including patient recruitment, patient training on using the device, coordination of patient follow-up appointment and data collection.

Maintain trial operations and SOPs in accordance with ICH GCP, the NHMRC National Statement on Ethical Conduct in Research Involving Humans, HRECs, any other statutory and regulatory requirements, and local institutional/hospital policies.

Monitor standards of care for the research participants

Implement procedures to ensure adherence to and delivery of a high quality, safe and timely service to research participants

Utilise information systems and databases according to SOP and the protocol

Other duties as directed

## Your specific work capabilities (selection criteria)

Relevant degree qualifications or demonstrated equivalent experience

Experience coordinating Clinical Trials, interacting with patients and clinicians

Experience in building databases for patient data collection and management in a clinical trial

Experience managing ethics application process

Demonstrated knowledge of GCP principles

Highly developed interpersonal, written, and verbal communication skills

Highly developed organisational skills with the demonstrated ability to set priorities and to meet deadlines

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Ability to work independently, show initiative, problem solve and work productively as part of a team

Demonstrated experience establishing and maintaining excellent working relationships with internal and external stakeholders at all levels

## Special requirements (selection criteria)

Some early mornings start may be required during the trial recruitment phase

## Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/