**POSITION DESCRIPTION**

**Research Assistant**

- **Position Level**: Level 5
- **Faculty/Division**: Medicine & Health
- **Position Number**: 00059578
- **Original document creation**: 19/05/2020

**Position Summary**

The Clinical Research Assistant will support research activities within the Chemotherapy-Induced Peripheral Neuropathy research program, based at Prince of Wales Clinical School (POWCS), UNSW. The position will assist with the development of the clinical research capacity of the program, facilitate patient recruitment into research studies, ensure the successful completion of research projects and assist with the conduct of the clinical trials as part of the program.

The role of Clinical Research Assistant reports to the Program Grant Lead investigators and has no direct reports.

**Accountabilities**

Specific accountabilities for this role include:

- Assist in conducting effective, timely and productive research to a high standard and documented in-line with project requirements, including assisting with functional and neurophysiological testing, and working towards maintaining project plans across multiple sites.
- Assist in conducting and managing clinical trial programs across multiple sites, in conjunction with senior staff, including protocol development, ethics processes, trial implementation and patient recruitment.
- Assist in conducting an exercise and balance training program, including ethics processes, study implementation and patient recruitment.
- Assist with collection of data, scoring questionnaires, maintaining academic and research records for the project, data entry, maintaining research databases and compiling research newsletters.
• Assist in the completion of ethics applications and progress reports, including contributing to the writing of reports for funding bodies Cancer Institute NSW and NHMRC.

• Ensuring privacy of personal information and confidentiality of research data and all matters relating to the POW Clinical school.

• Ensuring that ethics guidelines, standards and requirements are met.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

• Relevant tertiary qualification and/or experience in exercise physiology.

• Demonstrated exposure to and/or experience in clinical research, clinical trials, qualitative research methods or clinical cancer care.

• Knowledge of research protocols, experimental design and planning as involved in developing research projects and reporting against milestones.

• Knowledge of and experience with human research ethics and governance processes, including writing submissions and addressing committee feedback.

• Demonstrated ability to work well both independently and as a part of a team.

• Excellent interpersonal, verbal and written communication skills.

• Demonstrated initiative, problem solving, analytical skills and organisational abilities.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.