Clinical Trial Coordinator

College/Division  College of Health and Medicine
School/Section  Menzies Institute for Medical Research
Location  Medical Science Precinct, Hobart
Classification  Research Assistant
Reporting line  Reports to Professor Changhai Ding

Position Summary
The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint a Clinical Trial Coordinator at the Menzies Institute for Medical Research (Menzies), part of the College of Health and Medicine. Menzies is one of Australia’s leading health and medical research institutes and is recognised worldwide for its research excellence. Menzies’ mission is to perform internationally significant medical research leading to healthier, longer and better lives for all Tasmanians. Research takes a bench-to-bedside and disease prevention approach that is aimed at improving patient care and clinical outcomes for the community by translating knowledge into clinical and policy actions and through the commercial application of discoveries. Tasmania, an island state with a population of over 500,000 people, has a discrete health system that enables close engagement with the University and with government agencies and health providers and offers a unique framework for translational health research.

Menzies’ five themes reflect the burden of disease in the Tasmanian community: Public Health, Primary Care and Health Services; Musculoskeletal Health & Disease; Brain Health & Disease; Cardiovascular and Respiratory Health & Disease; and Genetics and Cancer.

The Clinical Trial Coordinator will support the NHMRC funded clinical trial Stem Cells as a symptom- and structure-modifying Treatment for knee OsteoArthritis- the SCUlpTOR trial at Menzies. The incumbent is the resource and liaison person to medical investigators, national and international trial centres, drug regulatory authorities and other stakeholders. They must possess a high level of independence and initiative, be flexible and on call for patient needs. The incumbent will also be responsible for identifying and recruiting study participants, data and sample collection, and day-to-day coordination of the project.

We are an inclusive workplace committed to ‘working from the strength that diversity brings’ reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You’ll Do
- Identify, contact and recruit study participants
- Schedule appointments, administer questionnaires and collect data
- Collect blood samples from research participants
- Collect pathology specimens and associated reported from pathology labs
- Establish and maintain electronic databases of participant information and research data
• Liaise with health professionals caring for participants or performing radiographic measures
• Provide a link between research participants and laboratory/research staff and students
• Liaise with Ethics Committee
• Undertake other administrative tasks associated with the project
• Undertake other duties as assigned by the supervisor

**What We’re Looking For (success criteria)**

• A degree level qualification in a related area or an equivalent combination of relevant experience and/or education/training
• Good organisational skills, with the ability to be self-directed and use initiative
• Demonstrated skills in venepuncture
• Excellent communication and interpersonal skills, with the ability to negotiate and communicate effectively with a range of people, including the elderly, and organisations
• High degree of adaptability and flexibility with a cheerful and willing approach to the completion of tasks
• Practical experience with computer software, including word processing, databases, email and internet packages
• Understanding of privacy and ethical issues relating to clinical research

**Other position requirements**

• Current ‘C’ class driver's licence or manual vehicle licence
• Possible intrastate/ interstate travel
• Undertaking manual handling, specifically lifting liquid nitrogen mini tanks

**University of Tasmania**

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](https://www.utas.edu.au/careers/our-people-values-and-behaviours) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

Check out more here:

https://www.utas.edu.au/jobs


*The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.*