

POSITION DESCRIPTION
Research Nurse – 0.5 to 1.0 FTE
IBD Clinical Trials Unit

Position Title	Research Nurse		
Division	IBD Clinical Trials Unit		
Position Purpose	The research nurse will work on allocated studies related to the relevant research program ensuring clinical trials are conducted adhering to the applicable local, national and international regulations and standards. The research nurse is responsible for providing high quality research assistance to support the implementation of clinical trials activity within the IBD clinical trials Research team in a timely manner. Performing tasks such as project coordination, data collection, patient recruitment, managing clinical trial visits, sample processing and shipments, and data entry to support the research team as needed. These objectives will support the promotion of high-quality research and delivery of exceptional, evidence-based healthcare.		
Location	Aubigny Place, South Brisbane		
Occupational Category and Level	MR Professional Level 5-6 depending on the experience		
Reporting Relationship	Reports to Dr Yoon-Kyo An		
Review Date			
Next Review Due			
Staff Member		Signature	Date
Direct Supervisor	Dr Yoon-Kyo An	Signature	Date

1. OVERVIEW

Mater Group

As a Catholic not-for-profit ministry of Mercy Partners, Mater Group is committed to meeting the healthcare needs of our community through an integrated approach to our health education and research services, which is focused on delivering the highest quality care for our patients. For more than a century in Queensland, Mater has been defined by an abiding commitment to meeting the healthcare needs of the community.

Today, our Mission and Mercy Values continue to guide Mater people in making appropriate decisions for a sustainable, socially relevant healthcare service that is genuinely committed to the community it serves. Mater Group comprises Mater Health, Mater Education, Mater Research and Mater Foundation.

Mater Research

Mater Research (MR) is a world-class institute that is committed to conduct, enable and translate clinically relevant health research. With more than 300 laboratory and clinical researchers working across Mater's hospitals and the world-class Translational Research Institute (TRI), Mater Research is committed to working closely with Mater Health, Mater Education and our growing network of partners to turn scientific discovery into the best possible treatment, care, and outcomes for patients and our broader community.

Mater Research Institute – The University of Queensland

MRI-UQ is an alliance between Mater Research and UQ, providing strategic benefits to both partners. Mater Research brings to the alliance considerable clinical collaboration opportunities and UQ brings all its expertise as a research, education and teaching institution. Mater Research employees, through an affiliation to MRI-UQ have access to world-class research infrastructure and systems.

Translational Research Institute (TRI)

Focusing on a wide range of health and medical research areas, the Translational Research Institute (TRI) is a joint venture between Mater Research (MR) The University of Queensland Diamantina Institute (UQDI), Queensland University of Technology's Institute of Health and Biomedical Innovation (IHBI), and the Princess Alexandra Hospital's Centres for Health Research. The Translational Research Institute brings these research facilities together with the aim to improve and accelerate the translation of medical research into greater patient care.

2. HOURS

This position will be an appointment between 0.6 to 1.0 FTE depending on the candidate. Working hours need to be agreed with one's supervisor. As with all scientific institutes, we acknowledge the need for flexibility in working hours in order to undertake the research procedures appropriate to individual projects.

3. PURPOSE OF POSITION

To provide support for the implementation of clinical trials and research projects within the IBD Clinical Trials Unit to ensure the high quality and timeliness of research activities. Performing tasks to support the research team as needed. These objectives will support the promotion of high-quality research and delivery of exceptional, evidence-based healthcare.

4. POSITION DESCRIPTION

4.1. Research Support

- Implementation and day to day management of research projects in close collaboration with clinical staff and study investigators ensuring efficient processes are instigated and followed.
- Assist with the preparation work for study visits including preparing the relevant documents, study packs and labels
- Conduct clinical trials study visits and provide support to patients during the clinical trials period
- Provide financial management including preparing invoices for research study activities and preparation of regular reports
- Assist with scheduling of patient visits, site monitor visits, and unit meetings. This will include managing the shared calendars
- Maintain the organisation of study documents including protocols, equipment and patient folders
- Perform periodic stocktake of existing materials including study kits and re-order as needed to replace supplies
- Leverage resources, expertise and knowledge to create and implement efficiencies
- Update information for the unit's online presence
- Assist in the organising and running quality assurance activities in regard to collection, integrity and possible recovery of data
- Utilise appropriate resources and liaise with team members and clinical teams to clarify information as required, including correcting inaccurate or incomplete information
- Establishing databases as required for patient data entry. Maintain accurate and complete records.
- Ensure that all aspects of Good Clinical Practice (GCP) are complied with at all times through provision of training and on-going standard operating procedures development.

4.2 Education and Communication

- Communicating regularly to clinical staff about clinical trials activities and patient status
- Establish and maintain effective communication networks to facilitate efficient conduct of clinical research with relevant collaborators and/or industry sponsors within the relevant program.
- Promote consumer awareness of the role of clinical research within the Mater Group complex and externally.
- Attend relevant training programs and mandatory educational programs, workshops, conference and promotional functions.
- Responsible for updating and maintaining Professional Portfolio to ensure requirements are met to maintain professional registration.

4.3 Safety in the Workplace and Human Resources

- Maintain a safe working environment
- Report any potential hazards to the reporting officer
- Ensure compliance with Workplace Health and Safety (WHS) Standards
- Treat all clients with sensitivity and without discrimination

- Responsible to ensure the annual performance plan is met.

4.4 Expression of the Mater Values

- Promote and demonstrate the mission and objectives of MR Limited
- Promote and demonstrate the philosophy and values of the Sisters of Mercy
- Demonstrate personal attentiveness, sensitivity and non-judgemental manner when interacting with team members and families
- Demonstrate values based decision-making and leadership
- Ensure that the mission, objectives, philosophy and values stated above are inherent in the delivery of the health care services by collaborating with and supporting other members of the health care team regarding clinical and research practices
- Demonstrate a strong commitment to the timely delivery of a high quality service to the staff of MR.

5. PRIMARY DELEGATIONS AND ACCOUNTABILITIES

- Reports to Group Leader
- Demonstrated understanding and commitment to the joint NHMRC/AVCC Statement and Guidelines on Research Practice is required
- Demonstrated understanding and commitment to the NHMRC National Statement on Ethical Conduct in Research Involving Humans
- The use of Institute property, equipment and technical support facilities will respect the guidelines established by the Institute.

6. INTELLECTUAL PROPERTY

Mater Research will require the assignment of all rights, in and to all discoveries, and inventions made, developed, or devised while working at or under the guidance of the Mater Research, during the term of the appointment.

7. SELECTION CRITERIA

Qualifications

Essential

- Current AHPRA nursing registration (EN or RN)
- An appropriate experience in a health-related discipline and highly desirable to have clinical trials experience
- Relevant qualification or equivalent experience in IBD research field

Knowledge and Skills

Essential

- Demonstrated ability to work effectively in a team, and to independently establish work priorities, to set realistic goals and to meet deadlines
- Advanced computer skills in particular programs such as Microsoft Excel, Microsoft Word, and Microsoft Outlook
- Excellent organisational and problem solving skills and an ability to consistently meet deadlines and commitments
- Highly developed interpersonal and communication skills, demonstrated ability to interact effectively with staff across multiple functional areas and establish and maintain productive relationships with internal and external stakeholders
- A high degree of initiative, decision making ability, and highly-developed negotiating skills.

Experience

Essential

- Previous experience in a clinical or research environment
- Experience working in a multidisciplinary team

Desirable

- Experience in a clinical trials environment
- Practical database experience.

Personal Qualities

Essential

- Ability to work collaboratively with colleagues across the disciplines
- Personal attributes of integrity, tact, sound judgement and respect for confidentiality and patient autonomy
- Enthusiasm and willingness to be a flexible part of a busy interactive and interdependent team
- Ability to work independently when required
- Commitment to the Promotion of the Philosophy and Mission of the Mater Group and goals of the Mater Research Institute. To be thoughtful, considerate and act as a positive role model for others.

8. REVIEW

The position will be subject to mutual review on an annual basis.