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SA Health Job Pack

Job Title	Hepatology Clinical Trials Co-ordinator
Job Number	627887
Applications Closing Date	27/10/17
Region / Division	Southern Adelaide Local Health Network
Health Service	Flinders Medical Centre, Hepatology Unit
Location	Bedford Park
Classification	MeS1
Job Status	Full-time, Temporary up to 3 February 2019
Indicative Total Remuneration*	\$66,603 to \$81,572 pa

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Child Related Employment Screening - **DCSI**
- ☒ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Associate Professor Alan Wigg Head of Hepatology and Liver Transplantation Medicine Department of Gastroenterology, Flinders Medical Centre
Phone number	0410 447 805
Email address	Alan.wigg@sa.gov.au

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



Southern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

Role Title:	Hepatology Clinical Trials Co-ordinator
Classification Code:	MeS1
Position Number	
LHN/ HN/ SAAS/ DHA:	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
Hospital/ Service/ Cluster	Flinders Medical Centre
Division:	Surgery and Perioperative Medicine
Department/Section / Unit/ Ward:	Hepatology
Role reports to:	Operationally: Director of Clinical Research Professionally: MeS3 Medical Scientist – Gastroenterology
Role Created/ Reviewed Date:	October 2017
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

Job Specification

Primary Objective(s) of role:

- > The Hepatology Clinical Trials Coordinator position has a multi-skilled role that provides management of clinical trials, the clinical trials data base and provision of reports to the Director of Clinical Research and the Head of the Hepatology Unit.
- > Clinical Trials in Hepatology at Flinders Medical Centre began in the 2010s and has been steadily increasing in outputs in both investigator initiated and contract research. The Clinical Trials Coordinator is responsible for assisting with both aspects (investigator initiated and contract) of research including; the running of clinical trials, submission to the SAC HREC as directed by the Director of Research and Head of Hepatology, relevant IEC correspondence, participant recruitment, training of staff in trial-related activities, database management, financial reporting to the Head of Hepatology, attending and participating in Investigator meetings, preparation for and participation in monitoring visits and audit (as applicable) visits with the sponsor company, and completion and maintenance of trial documentation.
- > A significant amount of time is dedicated to research and development under the direction and supervision of the Director of Research and Head of Hepatology. The incumbent undertakes both improving the techniques and processes currently employed and extending the range of research projects and clinical trials offered by the Hepatology Unit.

Direct Reports:

- Nil

Key Relationships/ Interactions:

Internal

- Hepatology Clinical Trial Nurse
- Hepatology Fellow

External

- Clinical Trial participants

Delegations: (as defined in SALHN instruments of delegations)

Financial	NA
Human Resources	NA
Procurement	NA

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

- > Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:
- > Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- > Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

Special Conditions:

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* (Cth) or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007* (Cth).
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

Clinical Trials Coordinator will contribute to the provision of quality research services:

- > Being responsible for the day to day management of Clinical Trials
- > Using scientific expertise and competence in achieving the requirements of study protocols and the analysis and interpretation of data from investigator initiated projects
- > Contributing to the coordination and prioritizing of the clinical trial patient requirements
- > Analysing, interpreting and reporting clinical trial data to ensure accurate and prompt delivery of activity related statistics for the Director of Clinical Research and Head of Hepatology
- > Participating in the financial management of the Clinical Trials Unit service by review monthly billing reports, calculating and submitting quarterly invoice reimbursements and reviewing and adjusting where required, accounts in consultation with the Director of Clinical Research and Head of Hepatology .
- > Undertaking assignments of limited complexity
- > Providing statistical data for site specific acquittal and funding submissions
- > Under supervision, participate in straightforward research and development projects relevant to the Research Unit
- > Contributing to the preparation and submission of research papers and presenting research findings at internal and external meetings of scientific relevance
- > Participating in the documentation and review of workgroup practices and procedures
- > Participating in assigned quality management activities
- > Participating in the conduct and evaluation of quality control procedures and resolution of identified problems
- > Participating in the documentation and review of Hepatology Research Unit practices and procedures

The Clinical Trials Coordinator will contribute to the provision of quality clinical trial and research services by:

- > Committing to providing an excellent regionalized service to Southern Adelaide Local Health Network Services.
- > Liaising with Sponsor companies from initial contact through to study close-out. This includes activities such as: site initiation procedures, SAC HREC submissions, requests for involvement of other FMC Departments (as applicable), financial arrangements and payments, communications, documentation (as required).
- > Participation and preparation for audit(s).
- > Ensuring good working practice and compliance with the ICH GCP guidelines and the National Statement.
- > Management of clinical trial material, recruitment, databases, advertising, accounts, paperwork, contracts and reporting.
- > Creating and maintaining relationships with IEC and other Departments within the SALHN.
- > Coordinating the day-to-day running of clinical trials.
- > Performing complex procedures (as required by clinical trial protocols).
- > Monitoring and taking relevant action to ensure the maintenance and quality of the research services offered by the Hepatology Clinical Trial Unit.
- > Undertaking routine maintenance of clinical trial equipment, including quality control programs, and recording these for reference.

Contribute to the research and development of Hepatology by:

- > Creating or assisting with the preparation of relevant data for publication and presenting findings at meetings.
- > Participating in activities that develop scientific skills in research technique and project planning.

Contribute to the effectiveness of Clinical Trial and Research management by:

- > Maintaining and ensuring appropriate storage of specimens, pharmaceutical stock and trial materials (including archiving and storage of confidential data).
- > Maintenance of a temperature log, pharmaceutical log and equipment calibration logs.
- > Maintenance of previous trial participant records.
- > Monitoring and ordering consumables and trial/research materials, as required.
- > Creation and distribution of advertising and recruitment materials for research.

Work values are upheld:

- > Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements.
- > Commitment to achieving and complying with National Safety & Quality Health Service Standards.

Acknowledged by Occupant: _____ Date: ____/____/____

Person Specification

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

Bachelor of Science or Bachelor of Applied Science (Medical Laboratory Science) or equivalent.

Personal Abilities/Aptitudes/Skills

- > Commitment to a team based care and regional integration
 - > High level of oral and written communication skills
 - > Commitment to research and quality improvement
 - > Ability to solve problems in an analytical manner
 - > Ability to access data bases and technical information via the internet
 - > Excellent attention to detail
 - > Demonstration of initiative in the workplace
 - > Ability to prioritise own workload and work autonomously
 - > Ability to work competently under pressure
 - > Demonstrated ability to work under minimal supervision
 - > Ability to handle confidential and sensitive information in a professional manner
 - > Proven commitment to the principles and practise of:
 - o EEO, Ethical Conduct, diversity and WHS;
 - o Quality management and client oriented service;
 - o Risk management
-

Experience

- > Previous experience in Clinical Trials
 - > Proven experience in advanced statistics, epidemiology and health economics
 - > Demonstrated experience using and maintaining common data bases
 - > Presenting research topics at scientific meetings
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Knowledge

- > Knowledge of general Hepatology
 - > Knowledge and experience of Clinical Trials processes
 - > Knowledge of ICH GCP principles
 - > Knowledge of informed consent procedures
 - > Knowledge of Privacy and confidentiality regulations
 - > Understanding of Work Health Safety principles and procedures
 - > Understanding of Quality Management principles and procedures
 - > Understanding of Delegated Safety Roles and Responsibilities
 - > Awareness of National Safety and Quality Health Service Standards
-

2. DESIRABLE CHARACTERISTICS

Personal Abilities/Aptitudes/Skills

- > Excellent record-keeping skills
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Experience

- > Involvement in audits of a clinical trial
 - > Proven experience in basic computing skills, including email and word processing
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Knowledge

- > Awareness of the Charter of Health and Community Services rights.
 - > Knowledge of disciplines related to Hepatology (for example, viral hepatitis, liver failure, hepatocellular carcinoma, non-alcoholic steatohepatitis, liver transplantation)
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Educational/Vocational Qualifications

- > Post graduate research qualification
 - > Demonstration of further learning
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Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socio economic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

The Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provides high quality patient care, education, research and health promoting services.

Southern Adelaide LHN provides a range of acute and sub-acute health services for people of all ages, and has three hospitals, Flinders Medical Centre, Noarlunga Hospital and the Repatriation General Hospital.

Southern Adelaide LHN Intermediate Care Services will deliver multi-disciplinary clinical care, addressing complexity through targeted approaches to complex chronic disease management in the community, and supported hospital discharge and avoidance programs. There is a key focus on building partnerships across the care continuum supporting interfaces between acute sites, GPs, Primary Care and Community based services.

Mental Health Services provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and Adelaide Primary Health Network

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Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees; it sets out the South Australian Public Sector values as:

- > Service – Proudly serve the community and Government of South Australia.
- > Professionalism – Strive for excellence.
- > Trust – Have confidence in the ability of others.
- > Respect – Value every individual.
- > Collaboration & engagement – Create solutions together.
- > Honesty & integrity – Act truthfully, consistently, and fairly.
- > Courage & tenacity- Never give up.
- > Sustainability – Work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

SALHN Vision

We believe in providing the standard of health care that we desire for our own families and friends.

SALHN core value TRUST

Building positive relationships; with our patients, employees and partners.

Approvals

Job and Person Specification Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: