

# Position description

## Clinical Trial Coordinator

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| <b>Position number</b>                  |   |
| <b>Department/Unit</b>                  | Department of General Practice, School of Primary Health Care |
| <b>Faculty/Division</b>                 | Faculty of Medicine Nursing and Health Sciences               |
| <b>Classification (salary rates)</b>    | HEW level 5   |
| <b>Employment type</b>                  | Part-time (0.8)   |
| <b>Work location</b>                    | Notting Hill  |
| <b>Date document created or updated</b> | October 2015  |

### Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu)

The **Faculty of Medicine, Nursing & Health Sciences** is the University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The Faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and biomedicine is recognised both nationally and internationally.

From a teaching perspective, our education curriculum covers a range of disciplines, including medicine, nursing, radiography & medical imaging, nutrition & dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. We take pride in delivering outstanding education in all courses, in opening students to the possibilities offered by newly discovered knowledge and in providing a nurturing and caring environment.

To learn more about the Faculty, please visit [www.med.monash.edu.au/](http://www.med.monash.edu.au/)

**The School of Primary Health Care** is a leader in primary care research, teaching and service. The School provides high quality primary care programs at undergraduate and graduate entry levels, specialized professional graduate coursework programs and higher degrees by research in the primary care disciplines. The School currently incorporates the Departments of General Practice, Community Emergency Health and Paramedic Practice, Health Science, Occupational Therapy, Physiotherapy, and the Southern Academic Primary Care Research Unit (SAPCRU)

The School's Departments and Centres are situated across the Caulfield and Peninsula campuses and in Dandenong, with the Head of School, based primarily at Notting Hill, where the Departments of General Practice and SAPCRU are co-located.

**The Department of General Practice** is located at the Notting Hill Campus and forms part of the School of Primary Health Care. It consists of over 30 staff and is involved in teaching in four out of five years of the undergraduate medical curriculum, graduate education of domestic and international students and general practice research.

Our mission is to provide leadership in the development, implementation and dissemination of general practice and primary health care research which informs policy and practice, and is linked to improved health outcomes for the Australian community. Our aim is to build research capacity by engaging general practitioners and allied health professionals working in the primary health care sector in research as either users of research, participants in research or as research leaders.

Advantageously positioned in the School of Primary Health Care at Monash University, we conduct multidisciplinary research together with our collaborators and strategic partners from other departments and faculties at Monash university, other universities and independent research institutes, Divisions of General Practice, consumers and consumer groups, non-government organisations, industry, and government. Our research encompasses both health services research and research into clinical issues and all our projects are underpinned by their relevance to general practice and primary health care.

Further details may be found at: <http://www.med.monash.edu.au/general-practice/>

## Position purpose

The Clinical Trial Coordinator (CTC) will provide key support in implementing the intervention for the Australian Contraceptive Choice Project (ACCORd), an NHMRC-funded cluster randomised controlled trial to investigate whether a complex intervention aimed at General Practitioners (GPs) will increase the uptake of long-acting reversible contraceptive (LARC) by women in the Australian primary care setting.

Under the direction of the ACCORd Chief Investigator, the CTC will play a key role in the recruitment and follow-up of all participants (GPs and women). The CTC is expected to gather high quality clinical research data and conduct the trial in accordance with the National Health Medical and Research Council (NHMRC), Good Clinical Practice Guidelines (GCP), the International Committee of Harmonisation (ICH) and the Australian Nursing Council Inc. (ANCI) Guidelines. The position will operate as part of a team consisting of multiple investigators from varying disciplinary background located locally, interstate, and overseas.

- **Reporting Line:** The position reports to the Chief Investigator of the ACCORD Study under general direction.
- **Supervisory responsibilities:** Not applicable
- **Financial delegation and/or budget responsibilities:** Not applicable

## Key responsibilities

- Engage and retain research participants for the ACCORd study, including identifying and recruiting potential participants (GPs = 54, women = 1458), conducting screening interviews and providing ongoing information about the study and its methods.
- Coordinate and undertake trial procedures, including; scheduling visits, administering trial and collecting clinical trial data, ensuring completion in a timely manner.
- Collect and record data from the research trials, manage records, assist with data analysis and the preparation of results for reports and presentations.
- Establish and support the process of rapid referral for LARC insertion at two LARC insertion clinics.
- Assist in preparing ethics applications and amendments for the ethics committee, reports and documentation for funding bodies.
- Build effective relationships with a range of stakeholders involved in the project (including general practitioners, practice staff, practice nurses, and gynaecologists), utilising these networks to engage research participants and facilitate the conduct of the study.
- Undertake all duties and responsibilities in accordance with all relevant University, research study and legal and regulatory body protocols, such as National Health Medical and Research Council (NHMRC), Good Clinical Practice (GCP), the International Conference of Harmonization (ICH) guidelines, VMIA (Victorian Medical Insurance Authority) and APMA (Australian Pharmaceutical Manufacturers' Association) guidelines.
- Identify, document and raise with the ACCORd Project Manager any issues associated with the conduct of the study and contribute to resolving these as required.

- Actively participate in continuous improvements to project procedures and quality assurance activities.
- Comply with all Occupational Health and Safety (OHS) instructions, policies and procedures and take steps to identify, eliminate and/or minimise OHS risks where appropriate.
- Perform other duties as required within the scope of the position.

## Key selection criteria

### Education/Qualifications

1. The appointee will have:
  - Division 1 Registered Nurse holding a current practising certificate issued by the Nurses Board of Victoria, or
  - Substantial clinical trial coordination and primary care experience, or
  - An equivalent combination of relevant experience and/or education/training

### Knowledge and Skills

2. Demonstrated clinical research experience.
3. High-level analytical, investigative and problem solving skills, including the ability to interpret data and identify evolving trends or issues.
4. Highly-developed communication skills to prepare a range of documentation for various audiences and interact with and gain commitment from a diverse range of stakeholders.
5. A strong commitment to excellence in customer service.
6. Excellent administrative skills, including computer literacy, excellent attention to detail, a record of organising priorities and work effectively under pressure.
7. Proven ability to adhere strictly to research protocol and guidelines along with a thorough understanding of human research ethics principles.
8. A demonstrated understanding of confidentiality, privacy and information handling principles.
9. Demonstrated ability to work as an effective member of a team as well as exercise high levels of independence, judgement and initiative.

## Other job-related information

- Travel (e.g. to other campuses of the University) to general practices will be required.
- Shift work, overtime and out of hours work (including evenings, weekends and public holidays) may be required.
- On-call (including rostered on-call requirements) may be required.
- There may be peak periods of work during which the taking of leave may be restricted.
- Possession of a current Victorian driver's license is desirable.

## Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.