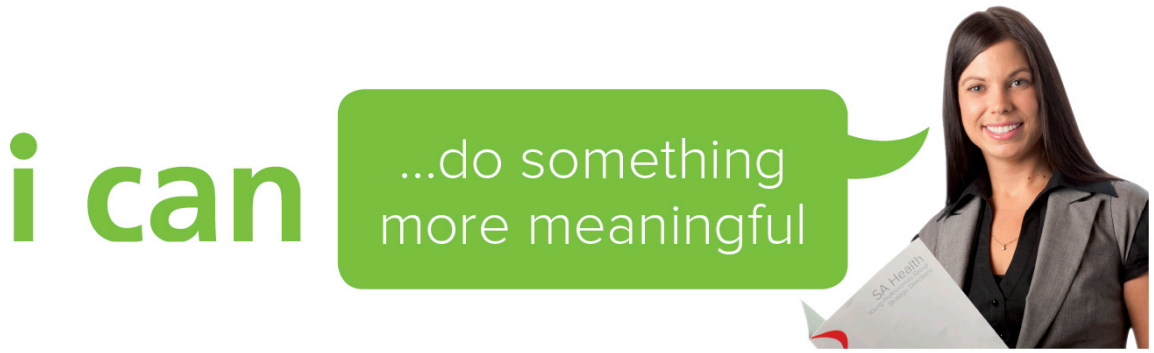

SA Health Job Pack

Job Title	Clinical Research Coordinator
Eligibility	Open to Everyone
Job Number	706889
Applications Closing Date	27/12/19
Region / Division	Central Adelaide Local Health Network
Health Service	The Royal Adelaide Hospital
Location	Adelaide
Classification	AHP-2
Job Status	Part-time working 26.25 hours per week and temporary up to 30/06/20
Total Indicative Remuneration	$92,017/$106,446 (Pro Rata)

Contact Details

Full name	Andrew Kovac
Phone number	8222 7312
Email address	Andrew.kovac@sa.gov.au

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:

- ☒ Working with Children Screening - **DHS**
- ☐ 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.

Immunisation

Risk Category B (indirect contact with blood or body substances)

- *This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category B (indirect contact with blood or body substances). Please click here for further information on these requirements.*

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

Government of South Australia
SA Health

ROLE DESCRIPTION

Role Title:	Clinical Research Coordinator
Classification Code:	Allied Health Professional 2 (AHP2)
LHN/ HN/ SAAS/ DHW:	Central Adelaide Local Health Network
Hospital/ Service/ Cluster:	Royal Adelaide Hospital
Division:	Medical Directorate
Department/Section / Unit/ Ward:	Cardiology Service
Role reports to:	Study Principal Investigators
Role Created/ Reviewed Date:	May 2019
Criminal History Clearance Requirements:	☐ Aged (NPC) ☒ Child- Prescribed (DCSI) ☐ Vulnerable (NPC) ☒ General Probity (NPC)
Immunisation Risk Category Requirements:	☐ Category A (direct contact with blood or body substances) ☒ Category B (indirect contact with blood or body substances) ☐ Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

The Clinical Research Coordinator (CRC) is accountable to the Cardiology Services Clinical Director via the Study Principal Investigators for the provision of a comprehensive clinical trials reporting and financial position of the overall trials.

The CRC will be expected to independently coordinate and manage numerous Clinical Trials in the Cardiology Research Group at the Royal Adelaide Hospital.

The CRC works independently in coordination of all study activities with the direction of the clinical Principal Investigator (PI). While the PI is primarily responsible for the overall design, conduct, and management of the clinical trials, the CRC independently supports, facilitates and coordinates the daily clinical trial activities utilising both clinical and administrative skills and plays a critical role in the conduct of the study and patient care. By performing these duties, the CRC works with the PI, department, sponsor, and institution to support and provide guidance on the administration of the compliance with good clinical practice and site regulations, financial, personnel and other related aspects of the clinical study while maintaining patient care and compliance.

Direct Reports:

- NIL

Key Relationships/ Interactions:

Internal

- CRC directly reports to the Study Principal Investigators.
- Works collaboratively with other Clinical Trial Coordinators in the Research Group.
- Required to liaise closely with other members of the cardiology department, clinical staff and research teams.
- Establish and maintain relationships with internal departments such as CVDS, Technical Suites, Lung Function, Clinical Trials Centre, Research Ethics and Governance to ensure research is delivered according to protocol and in line with institutional requirements.

External

- Sponsor Organisations for which we are conducting Clinical Trials.
- Industry representatives within the medical device field.
- Third party organisations providing clinical services for the clinical trials (E.g. Imaging centres).

Challenges associated with Role:

Major challenges currently associated with the role include:

- Out of hours work may be required.
- Adhering to individual protocol requirements as detailed by the Sponsor Company or Research Collaborative Group.
- The management of complex patients involved with this role require specialist knowledge and skills.
- Prioritising within a highly dynamic and changing area.
- Accepting responsibility for the management of multiple clinical trials and conflicting demands.
- Meeting recruitment targets set by Principal Investigators.

Delegations:

- NILL

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Clinical Skills	> Routine patient care in both inpatient and outpatient settings. > Vital measurements (Blood pressure, Pulse, Saturation etc) > Electrocardiograms (ECG). > Venepuncture and specimen collection. > Complex protocol and study specific assessments (eg. Carotid body function testing, Six Minute Walk Tests, Cardio Pulmonary Exercise Testing). > Stroke Assessments (NIHSS, Barthel Index, mRS etc) > Ambulatory Blood Pressure Monitoring > Perform anthropometric measurements and identify significant changes. > In-depth knowledge of Cardiac physiology and anatomy. . > Patient observation and monitoring while on treatment and in follow up. > Patient care in both inpatient and outpatient settings. > Monitoring of both acute and chronic conditions throughout patient involvement in the trial. > Detection and investigation of adverse events to assist investigators to determine causality. > Independent running of study specific clinics and consulting with investigators regarding specific patient issues and outcomes. > Laboratory skills including processing of specimens and preparation to send to central laboratories in line with IATA guidelines. > Administration of study specific Investigational Product to patients (sub cutaneous and oral route).
Research Conduct and Study Coordination	> Reviews and develops a familiarity with the protocol including study timelines, inclusion and exclusion criteria, and patient confidentiality. > Provide appropriate training and tools for study team members and maintain appropriate study documentation of study staff's training, qualifications and delegations. > Work with the PI to develop and implement recruitment strategies. > Participates in the informed consent process ensuring adherence to GCP requirements. > Maintains up to date study documentation and resources. > Assist in the screening of subjects against protocol specific inclusion and exclusion criteria and ensure appropriate documentation. > Coordinates and undertakes study required tests and procedures. > Collects study data and assures timely completion of Case Report Forms. > Development of Study Source Documentation ensuring full capture of protocol required data. > Maintains adequate inventory of study supplies. > Ensures maintenance and calibration of study equipment. > Participate in special projects to continuously improve processes, systems and organisation. > Management of study recruitment among competing patient populations. > Ensure all study related activities adhere to GCP and site requirements.
Reporting	> Appropriate reporting of Adverse Events, Serious Adverse Events, Unanticipated Serious Adverse Events and Device Related Adverse Events to the Human Research Ethics Committee (HREC) and Sponsor as per regulatory requirements. > Preparation and submission of study documentation to HREC and

	Governance. > Ensuring medical documentation skills attain a standard that is medico-legally acceptable. > Ensuring that one self is aware of protocols and guidelines relevant to the area. > Development and maintenance of standard operating procedures(SOPs) for Cardiology Research within the hospital > Assist with the feasibility analyses of clinical trials including the development of budget proposals > Understanding of ethical and legal issues relating to clinical research.
Key Relationships	> Excellent patient liaison skills to ensure patient compliance. > Engagement with internal staff as part of the multidisciplinary team and maintain relationships with administrative and clinical staff throughout the hospital to assist with running of trials. > Attendance to multidisciplinary team meetings. > Development of relationships with external stakeholders including Clinical Research Organisations (CRO's), Clinical Research Associates (CRA's), Study Sponsors and representatives from pharmaceutical and medical device companies. > Providing assistance where possible to other colleagues or when requested by senior staff. > Being mindful of own physical and emotional health and well-being.
Confidentiality and Privacy	> Adhering to the Hospital's and Department of Health's policy on confidentiality of patient information. > Adhering to the Hospital's policy on information technology security. > Adhering to the Hospital's policy on intellectual property.
Professional Development	> Participating in ongoing professional development e.g. attending relevant conferences and workshops, reading professional journals and texts and attending grand rounds. > Undertaking regular performance reviews. > Ensuring Senior First Aid and Basic Life Supports skills are kept up to date. > Ensure all site mandatory training is up to date.
Quality and Safety Controls	> Contribute in the maintenance of accurate records and the provision of quality patient care by taking part in quality control reviews and taking action to correct, prevent and avoid errors wherever appropriate. > Contribute to the safety of all staff by reporting safety problems and equipment breakdown/malfunction. > Ensuring that one self is appropriately orientated to new areas. > Maintaining an awareness of "risk" in the clinical environment. > Actively supporting and contributing to risk management initiatives
Key Result Areas	**Major Responsibilities**

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Undergraduate degree in Science/Health Science Field or Equivalent

Personal Abilities/Aptitudes/Skills:

- Demonstrated competent and innovative clinical skills in an acute hospital/outpatient service setting and ability to work independently
- Demonstrated ability to facilitate positive outcomes while working in a team and in a multidisciplinary setting
- A high level of communication skills with patients, carers, staff and students and display a high level of interpersonal and written skills and demonstrated conflict resolution skills
- Demonstrated ability to solve problems, use initiative and effect positive change
- Ability to be self-motivated and to demonstrate sustained effort with developed and efficient organisational and time management skills
- Ability to recognise personal and professional limitations and address these where appropriate
- A willingness to accept constructive feedback on performance or behaviour from any member of the organisation
- Demonstrated personal and professional integrity
- Demonstrated respect for the members of a multi-disciplinary team
- Demonstrated commitment to quality improvement and safe practice
- Demonstrated ability to be adaptable to change
- Computer literacy and ability to use various software packages

Experience

- Relevant experience in the research field
- Demonstrated experience working within a range of multi-disciplinary teams within the hospital and/or community setting
- Experience with patients in a clinical setting
- Demonstrated capacity and ability to work safely with independence
- Demonstrated experience with word processing, spreadsheet and database packages

Knowledge

- Understanding of rights and responsibilities of patients and their families
- Knowledge of relevant clinical trial regulatory requirements
- Knowledge of Good Clinical Practice Guidelines
- Staff member to complete ICH GCP E6 Revision 2 training.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- ICH Good Clinical Practice E6 (Revision 2) Certification
- International Air Transport Association Certification (IATAC) Training
- Currently have, or be working towards a post graduate research qualification

Personal Abilities/Aptitudes/Skills:

- Demonstrated commitment to clinical research
- Time management
- Leadership and motivational skills
- Organisational skills
- Commitment to excellence and innovation in work practice
- Flexibility and ability to adapt to changing service provision needs

Experience

- Experience in running multiple clinical trials
- Experience in the Cardiology field

Knowledge

- Good Clinical Practice
- Understanding of patient journey throughout the hospital

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 Criminal and Relevant History Screening.
- Prescribed Positions under the Children's Protection Act (1993) must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the Children's Protection Act 1993 or 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 2014 pursuant to the Aged Care Act 2007 (Cth).
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- 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.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, 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 for Health Care Workers in South Australia Policy Directive.*
- *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- *Disability Discrimination.*
- *Independent Commissioner Against Corruption Act 2012* (SA).
- *Information Privacy Principles Instruction.*
- *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.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development:
The incumbent will be required to participate in the organisation's Performance Review and 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.

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.

White Ribbon:
SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

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

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, socioeconomic, 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 Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

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

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.

Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

Division/ Department:

Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services.

Central Adelaide LHN brings together the hospitals of Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret's Rehabilitation Hospital [SMRH]), and a significant number of mental health and primary health care services.

Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonateLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

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:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

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

Approvals

Role Description 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 understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

Name: **Signature:** **Date:**