

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Research Officer
Position Number:	522117
Classification:	General Stream Band 4
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals South – Primary Health Services Cancer Services
Position Type:	Permanent/Fixed-Term, Full Time
Location:	South
Reports to:	Nurse Unit Manager
Effective Date:	April 2018
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Previous experience in clinical trials projects Relevant tertiary qualifications

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Provide support to the Clinical Trials Team (CTT) in establishing, undertaking and coordinating research projects, Haematology and Oncology Registries and Clinical Trials studies, providing a broad range of project management, administrative and research related functions.

Act as a resource person for all non-clinical aspects of the clinical trials run at the site, for medical investigators, nursing and laboratory staff, pharmacists, other hospital departments, contract research organisations, ethics committee and patients involved in research studies within the CTT.

Provide support to and assist with the coordination of collaborative cancer group, commercial sponsor and local investigator initiated research within the CTT.

Create and maintain comprehensive databases for the CTT.

Duties:

1. Maintain administrative support systems necessary for the efficient and effective operation of the service, including preparing and submitting new research projects documentation and providing ongoing reporting and correspondence to the Department and Medical Human Research Ethics Committee regarding matters which may impact on existing approved research projects.
2. Liaise with contract research organisations and pharmaceutical sponsor companies on all start up procedures for new trials, including assisting with the negotiation of contract budgets with sponsors and hospital departments involved in the trial and preparation of all study start up documents.
3. Liaise with investigators, nurses, patients, community health services, business managers, other hospital departments, governing bodies, contract research organisations and pharmaceutical sponsor companies on all administrative processes associated with the trials.
4. Maintain all files and documents with strict confidentiality and accuracy, as required by the National Health and Medical Research Council, contract research organisations and the Good Clinical Practice Guidelines.
5. Maintain a high standard of accuracy and integrity of several online databases used for collecting patient information, including entering all data required and responding to queries generated by contract research organisations.
6. Assist with patient clinical trial visits as required.
7. Attend Investigator meetings and training sessions associated with protocol, database management, safety and Good Clinical Practice training as and when required.
8. Provide high level support with research activities within the CTT, including tasks associated with the allocated clinical trials protocols.
9. Undertake all functions associated with the creation and maintenance of comprehensive databases and registries and work towards achieving the objectives of the unit.
10. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
11. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The occupant is expected to operate at an independent level in determining their own work plan in accordance with the needs of the research team, and will:

- Undertake and coordinate administrative functions for research projects for the CTT, under the general supervision and direction of the Nurse Unit Manager.
- Provide support and advice to research Nurses on the collection and maintenance of data for research projects, and act as a resource person to Hospital staff concerning research administrative processes associated with Finance, training, collection of documents and hospital records.
- Maintain own professional development through ongoing study, data management and Good Clinical Practice training.

- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
 - e. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Extensive and demonstrated recent experience with research projects with well-developed knowledge and expertise working within a clinical trials framework, together with extensive experience in research coordination and data management.
2. Demonstrated ability and experience in the creation and use of databases and clinical trials management systems.
3. Excellent interpersonal and communication skills together with the ability to liaise with a large range of stakeholders within a multidisciplinary team.
4. Knowledge of legal and ethical requirements and relevant policies and procedures in relation to research and the practice setting.
5. Demonstrated ability to work well with others in the pursuit of team goals, including sharing information and supporting team members in a professional manner.
6. Demonstrated capacity for self-direction and motivation, together with personal attributes of integrity, initiative and flexibility.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).