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SA Health Job Pack

Job Title	Research Coordinator
Job Number	679118
Applications Closing Date	21/12/2018
Region / Division	SA Health – Central Adelaide Local Health Network
Health Service	Critical Care
Location	Adelaide
Classification	RNM3
Job Status	Part time, temporary up to 29/03/2019
Indicative Total Remuneration*	\$121,191 - \$128,298

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	Ryan Bradbrook
Phone number	7074 0168
Email address	ryan.bradbrook@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



JOB AND PERSON SPECIFICATION

Position Title: **Nurse /Midwife Clinical Services Coordinator**

Classification Code: **Registered Nurse/Midwife Level 3** Division: **Nursing**

Type of Appointment:

- ☐ Ongoing
☐ Temporary
☐ Other Term

Branch:

Section:

Position Number:

Position Created:

Job & Person Specification Approval

CE or delegate

____/____/____

PREAMBLE:

Underpinning the Department of Health Strategic Directions are the agreed values that reflect honesty, respect and integrity for every individual. These values drive how we conduct our business and how we behave. We aim to make the values “live”. It is important that we incorporate the values into our behaviour systems and processes.

The Department has a “Commitment to Workplace Values” attached to Job and Person Specifications that all staff are required to uphold. *(Please refer to the back of this document).*

Australia has one of the most culturally and ethnically diverse populations in the world. Having a diverse workforce (inclusive of bi-lingual, bi-cultural and employees who have a disability) can enhance the department’s ability to negotiate with, and meet the needs of, the full range of its clients and customers. Such employees also add to the diversity of the workforce, and give added opportunities to fully capitalise on difference as a valuable asset in an increasingly competitive environment.

JOB SPECIFICATION

1. Summary of the broad purpose of the position in relation to the organisation's goals:

In the course of fulfilling the role of Clinical Services Coordinator, Level 3, Nurse/Midwives at this level, use their clinical knowledge and experience to provide the pivotal co-ordination of the Intensive Care Research Unit. . The main focus of this role is the line management, coordination and leadership of the Intensive Care Research team activities to achieve a high standard of research. Ensuring a productive research program including new protocol development, timely completion of projects, reporting of results, publications and presentations.

The Clinical Services Coordinator is accountable for the delivery of high quality nursing care and research which is consistent with the DoH quality Framework.

The Clinical Services Coordinator accepts accountability for the outcomes of nursing/midwifery practices in the Intensive Care Research Unit setting, for addressing inconsistencies between practice and policy; and for developing team performance and a positive work culture in the interest of patient/client, ICU and hospital outcomes.

The Clinical Services Coordinator leads the research team within the practice setting and undertakes a combination of patient care area/ team leadership and resource management;

2. Reporting/Working Relationships

The Nurse/Midwife Clinical Services Coordinator:

- Reports to the Intensive Care Unit Research Committee and the ICU Medical Director of Research in relation to research matters.
- Reports to Nursing or Midwifery Director (Level 5) in relation to personnel matters
- Maintains close collaborative working relationships with all level 3 and level 4 Nurses/Midwives.
- Maintains a close working relationship with both the Associate Clinical Services coordinator and the Clinical Nurse/Midwife (Level 2).
- Maintains cooperative and productive working relationships within all members of the health care team
- Develops, supports and works collaboratively with less experienced members of the nursing team

3. Special Conditions.

- The appointee may be subject to a Criminal History Check prior to confirmation of appointment.
- The incumbent may be required to enter into an annual performance agreement for the achievement of (specific or service or program) outcomes.
- May be required to work at any site within the Central Northern Adelaide Health Service

4. Statement of Key Outcomes and Activities

4.1 Ensures the provision of professional high quality research within the intensive care unit and relevant areas associated with intensive care research (both within and outside the hospital) aimed at improving patient health outcomes through:

4.1.1 Managing and improving intensive care research procedures and practices .Coordinating and overseeing all research activities in the intensive care unit at the Royal Adelaide Hospital inclusive of:.

- Facilitating research projects throughout the hospital that impact on the Intensive Care Unit
- Facilitate research practices in relevant areas outside the hospital associated with the Intensive Care Unit Royal Adelaide Hospital
- Ensuring a productive research unit; facilitating all staff, in conjunction with the medical director of ICU research in all aspects of research to ensure new protocol development, timely completion of projects, reporting of results, publications and presentations.
- Contributes to the research profile of the Royal Adelaide Hospital
- Implementing, co-ordinating and evaluating, within span of control, processes for quality improvement
- Contributes to the organisational quality framework and accreditation processes;
- Utilising available information systems to inform decision making, evaluate outcomes and convey information to staff;
- Preparation of protocols and applications to the RAH Research Ethics Committee, grant applications and submissions for publication
- Coordinating and maintaining trial databases, documentation, results and publications in conjunction with the Intensive Care Research Committee and Principal Investigator(s)
- Promoting the improvement of patient outcomes and recovery processes by assisting in the formulation of research projects and policy and practice guideline development
- Assisting in the development and achievement of the ward/ unit's philosophy and objectives
- Ensure as much as possible that all research carried out in the unit is to the highest ethical and clinical level possible
- Keep records of all research done and its various stages,
- Ensure all research activities associated with the ICU research unit are conducted in accordance with GCP/ICH guidelines
- Organise and minute ICU research committee meetings
- Be aware of all patients involved in trials in the unit,
- Developing Standard Operating Procedures for practice across varying research protocols

4.1.2 Contributing to the human and material resource management of the unit/service by.

- Undertaking and/or overseeing local resource management within a corporate administrative framework including some or all of the following within ICU research unit.
- Recruiting, staffing, leave management; rostering, work allocation and attendance management;
- Financial and supplies planning and monitoring;
- Participates in the setting of the ICU research nurse staffing plan and the ICU research unit budget

4.2 Provides leadership to and facilitates professional development of staff within the intensive care unit and research unit by;

- Leading the nursing/midwifery team within the professional practice framework established by the Director of Nursing
- Leading the nursing, administrative and scientific staff in the ICU research team within the professional practice framework established by the Royal Adelaide Hospital
- Developing and maintaining a learning environment, taking a coaching approach to team development, individual capability development and performance management;

- Ensure education of all levels of staff regarding the nature of current trials in the unit
- Fostering and maintaining productive working relationships and managing conflict resolution;
- Ensuring succession planning through mentorship of emerging leaders.
- Supervise and train research staff in the following:
 - (i) coordinating pharmaceutical company trials including correspondence, REC submissions, patients screening and recruitment, data entry and trial activities, liaise with pharmaceutical company representatives.
 - (ii) identifying and recruiting patients who meet criteria for approved clinical trials
 - (iii) monitoring patients and performing investigations including clinical measurements and specific testing on trial participants, in accordance with approved trial protocols
 - (iv) collecting and entering trial data using computer software packages
 - (v) collection by other attending staff in accordance with approved study protocols
 - (vi) maintaining timely, accurate and appropriate verbal, electronic and written communication processes
 - (vii) ensuring patients/volunteers (research participants) retain their dignity through being clean, comfortable and safe
 - (viii) handling correspondence (rec, pharmaceutical companies, research centre etc) on any trials (with the medical research coordinator)
 - (ix) icu research investigational drug storage and preparation
 - (x) laboratory equipment (including centrifuge and -86°C freezer)

4.3 Contributes to the achievement of research best practice and where relevant facilitates the development and application of relevant research by;

- Integrating contemporary information and research evidence with personal experience to support the decision making, innovative thinking and objective analysis that are expected at this level;
- Contributing clinical expertise to learning environments, which may include individual/team capability development, mentorship and/or post registration clinical teaching.

4.4 Contributes to the achievement of professional expertise through the maintenance of ongoing personal professional development/continuing education:

- Holding a contemporary professional practice portfolio containing evidence of postgraduate qualifications, learning and practice experience that underpin a demonstrable application of knowledge and skills commensurate with the level and type of practice expected of the role.

4.5 Promotes and implements the development and maintenance of a safe environment by coordinating activities relating to:

- Accident prevention.
- Occupational health and safety.
- Infection control.
- Prevention of sexual harassment.
- Prevention of negatively discriminating behaviour.
- Cultural awareness.
- Supporting a pro-active approach to risk management.

4.6 Ensures that staff and other persons in their work areas are safe from risks to health and safety by:

- Carrying out responsibilities as detailed in organisational occupational health, safety and injury management (OHS&IM) policies and procedures;
- Implementing and monitoring relevant OHS&IM policies and procedures within their work area;
- Identifying hazards, assessing risks and implementing, monitoring and maintaining hazard control measures in consultation with staff and relevant committees;
- Participating in OHS&IM planning;
- Providing staff with the necessary information, instruction, training and supervision to effectively and safely carry out their work;
- Maintaining relevant OHS&IM documentation; and
- Consulting with health and safety representative, committees and staff on changes to the workplace with have the potential to impact on health and safety.

4.7 Contributes toward the provision of a healthy, safe and equitable working environment by adhering to the principles and standards of Equal Employment Opportunity Legislation, which:

- Ensures employees are recruited, selected, trained, transferred and promoted solely on the basis of merit without regard to age, marital status, physical disability, intellectual impairment, pregnancy, race, sex or sexuality;
- Ensures all employees in the workplace are treated in a fair and equitable manner; and
- Identifies and eliminates discrimination, bullying and harassment in the workplace.
- Requirements related to Equal Opportunities and Occupational Health Safety and Welfare

4.8 RAH Nursing Division acknowledges and supports the “Commitment to Workplace Values” of the Department of Health. RAH nurses act to promote a culture consistent with the RAH Nursing Vision Statement underpinned by a set of core values that are reflected in the everyday practice of all levels of nursing.

Approved by Line Manager: _____ / /

Acknowledged by Occupant: _____ / /

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Registered or eligible for registration as a Nurse by the Nurses Board of Australia and who holds, or who is eligible to hold, a current practicing certificate.
- Tertiary qualifications in nursing.
- Post graduate qualification in critical care nursing.
- Holds or is working towards a Masters degree in Nursing or a related discipline.

Personal Abilities/Aptitudes/Skills:

- Effective leadership skills including highly developed skills in communication, problem solving, conflict resolution and negotiation.
- Ability to work effectively within a multidisciplinary team.
- Ability to prioritise workload and meet set timelines.
- Ability to be creative, innovative and flexible when approaching issues within the healthcare setting.
- Demonstrated ability in the facilitation of change management.
- Demonstrated ability to foster a workplace environment that develops staff potential.
- Demonstrated ability to communicate effectively with both well and unwell trial participants and their families.
- Ability to manage budgets and expenditure control.
- Effective interpersonal and organisational skills.
- Demonstrated ability to self motivate, work without supervision, determine priorities, set and meet deadlines.
- Demonstrated ability to work effectively as a team member and leader.
- Enthusiasm for and interest in clinical research.
- Basic laboratory work ie. Centrifuge operation, storage and transport of samples.

Experience

- Registered Nurse/Midwife with at least 3 years post registration experience
- Demonstrated competence and recent experience in intensive care nursing.
- Demonstrated competence and experience in clinical research in the intensive care environment.
- Demonstrated ability to work collaboratively in a multi disciplinary team.
- Demonstrated experience in managing a team.
- Previous research experience.
- Experience with 'Clinical Trial Notification Scheme' (CTN)/ Therapeutic Goods Administration (TGA) notifiable research.
- Experience in the supervision of student nurses, enrolled nurses and less experienced registered nurses.

Knowledge

- Understanding of the requirements of the Nurses Act 1999, the Australian Nursing and Midwifery Council (ANMC) National Competencies for the Registered and Enrolled Nurse and Midwives in Recommended Domains and the ANMC Code of Professional Conduct for Nurses/Midwives in Australia (2003) and the Commissioner for Public Employment Code of Conduct for Public Employees.
- Knowledge and understanding of legislative responsibilities for OHS&W, Workers Compensation and Rehabilitation and Equal Opportunity.
- Knowledge of Quality Improvement Systems as applied to a healthcare setting.
- Knowledge of contemporary professional nursing/midwifery and health care issues.
 - Understanding of the role of the Clinical Service Coordinator ICU Research.
 - A working knowledge of the principles of good clinical practice as incorporated in the regulations and guidelines that govern clinical research in Australia and internationally.
 - An understanding of the ethical issues surrounding clinical research.
 - Familiarity with word processing, spreadsheets, database, email and internet applications.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Where applicable, qualifications relevant to practice setting.
- Tertiary qualifications in nursing or human services related discipline.
- Holds or is working towards Tertiary research qualifications

Personal Abilities/Aptitudes/Skills:

- Skills in using computers and software relevant to research.
 - Data base (access) familiarity and writing abilities.
 - Statistical computer program experience and data analysis.
 - IATA accreditation for transport of body samples.

Experience

- Experience in management and leadership roles
- Experience in the financial, asset and human resources management of a ward/unit/service.
- Experience in facilitating research and applying findings to the area of practice.
- Experience in organisational strategic planning.

Knowledge

- Knowledge of the South Australian Public Health System.
- Preparation of research project submissions to Research Ethics Committees.
- Experience conducting literature searches.
- Preparation of reports and presentations.
- Understanding of the drug development process.
- Preparation of grant applications

Other Details:

COMMITMENT TO WORKPLACE VALUES

The Department of Health values have an influence on the people we employ

Every organisation has values that govern the way people are treated and the way decisions are made. The Department's Strategic Plan identifies the values that guide our behaviours. These behaviours apply to all employees and govern the way people in the organisation are treated, the way decisions are made and how we provide our services.

These values are used in day to day communication and interaction between all employees and are linked to the whole of government Code of Conduct, Performance Development, Job and Person Specifications and Department of Health Employment Conditions.

Department of Health Organisational Values are:

Honesty

We show honesty by speaking truthfully, within the boundaries of confidentiality. This is shown in our dealings within the Department and with our consumers and partners by: saying what we mean and meaning what we say, keeping our promises, telling the truth tactfully, providing honest feedback and answers and admitting to mistakes.

Respect

We show respect by speaking and acting with courtesy. We treat others with dignity and use culturally appropriate ways of communicating. This is shown in our dealings within the Department and with our consumers and partners by: treating everyone fairly, communicating so people can understand, listening to others, and seeking and providing feedback.

Integrity

We show integrity by honouring our values and the rules of our department, government and nation. This is shown in our dealings within the department and with our consumers and partners by: doing the right thing, abiding by the values, standing up for what we believe in, and taking responsibility for our mistakes.

I _____ have the ability and commitment to behave consistently with the stated values of the Department of Health.

Signature

/ /

Please complete and return attached to your application to the nominated person

"The right people with the right skills in the right place at the right time"