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SA Health Job Pack

Job Title	Clinical Trials Coordinator
Eligibility	Open to Everyone
Job Number	735022
Applications Closing Date	4/12/20
Region / Division	Central Adelaide Local Health Network
Health Service	The Queen Elizabeth Hospital
Location	Woodville
Classification	PO-1
Job Status	Full-time temporary up to 21/10/21
Total Indicative Remuneration*	\$71,596/\$87,209 p.a.

Contact Details

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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 A (direct 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 A (direct 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



ROLE DESCRIPTION

Role Title:	Clinical Research Coordinator		
Classification Code:	PO-1	Position Number	m57757
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	The Queen Elizabeth Hospital		
Division:	Cancer		
Department/Section / Unit/ Ward:	Haematology and Oncology Dept/Cancer Clinical Trials		
Role reports to:	Clinical Research Manager		
Role Created/ Reviewed Date:	March 2011/January 2019		
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)		
Immunisation Risk Category:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)		

ROLE CONTEXT

Primary Objective(s) of role:
<ul style="list-style-type: none"> The Clinical Research Coordinator undertakes the administration of the clinical research conducted by the Department of Haematology/Oncology, in accordance with Good Clinical Research Practice (GCRP), NHMRC guidelines and standard operational procedures (SOPs) in conjunction with the Investigator and the Clinical Trials Manager. The Clinical Research Coordinator coordinates the screening procedures for study entry and subsequent randomisation/registration to the study. Duties include but are not limited to, the discussion of study logistics with participants, the coordination of participant appointments and clinical follow-up ensuring protocol compliance, the close monitoring of participants while on study, the collection of source data and test results and the input of data into participant case report forms, the collation and processing of specimens and the immediate reporting of serious adverse events. In addition to the above, the Clinical Research Coordinator is involved in the conduct of early phase studies and is responsible for their planning and implementation within the centre. This will involve participation in regular teleconferences with sponsors, clinical research organisations and other investigative sites. The Clinical Research Coordinator assists with the training of all staff involved with protocols undertaken by the Clinical Trials Unit.

Direct Reports:
<ul style="list-style-type: none"> Responsible to the Head, Haematology/Oncology Department through the Head of Clinical Research. Accountable to the Clinical Research Manager, Haematology/Oncology Department. Reports to the Clinical Research Manager, Haematology/Oncology Department.
Key Relationships/ Interactions:
<p><u>Internal</u></p> <ul style="list-style-type: none"> Works closely with the Study Investigators and other interested parties. <p><u>External</u></p> <ul style="list-style-type: none"> Patient/carers/parents who are the research subjects Relevant government and non-government organisations as required, to meet the needs of the client
Challenges associated with Role:
<p>Major challenges currently associated with the role include:</p> <ul style="list-style-type: none"> Coordinating the expert delivery of effective clinical research functions, and working efficiently to strict timelines, which underpins the achievement of Unit goals within a complex, diverse and politically sensitive environment. Contributing effectively to the ongoing management of internal and external relationships that underpin the work of the Unit. Working with a high level of personal and professional integrity and motivation, and support the maintenance of a positive, collaborative and professional team.
Delegations:
<ul style="list-style-type: none"> Nil
Special Conditions:
<ul style="list-style-type: none"> It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the <i>SA Health Criminal and Relevant History Screening Policy Directive</i>. For appointment in a <i>Prescribed Position</i> under the <i>Child Safety (Prohibited Persons) Act (2016)</i>, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required. For '<i>Prescribed Positions</i>' under the <i>Child Safety (Prohibited Persons) Act (2016)</i>, the individual's WWCCs must be renewed every 5 years from the date of issue; and for '<i>Approved Aged Care Provider Positions</i>' every 3 years from date of issue as required by the <i>Accountability Principles 2014</i> issued pursuant to the <i>Aged Care Act 1997 (Cth)</i>. 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.
- Some out of hours work may be required to meet the needs of the clinical trials Unit. Interstate or overseas travel to attend meetings concerning clinical trials may be required.

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 and Young People (Safety) Act 2017 (SA)* '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 & 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.

Cultural Commitment:

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

Resilience:

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

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contribute to professional coordination for the operation of clinical trials that provide knowledge for the advancement of scientific research in relation to treatments for patients	<ul style="list-style-type: none"> > Coordinate assigned clinical trials, including undertaking clinical trial participant assessments and adhering to the relevant regulatory requirements, study protocols and relevant government and hospital policies. > Provide professional support to the Clinical Research Manager in the delivery of clinical trial submissions, reporting, and other approval requests that are required by the Lead Ethics Committee. > Coordinate the sourcing and recording of trial data, including ensuring the maintenance of data quality and accuracy to audit standards and undertaking the effective management of medical notes associated with the trials. > Undertake liaison with the trial's medical, nursing, technical and administrative staff, and sponsor personnel, as required. > Coordinate preparations for the external audits of trials, as required, and maintain appropriate reporting schedules and outcomes to ensure the achievement of all required objectives and targets.
Contribute to, and promote a planned, integrated and outcomes focused approach to the delivery of high quality care	<ul style="list-style-type: none"> > Ensure that own care professional delivery is consistent with the Unit/department and corporate objectives, philosophies, policies and procedures, including reprioritising activities in response to sudden changes in the care delivery context, and undertaking the continuous evaluation and reassessment of the outcomes of care. > Ensure that care is effectively integrated into total patient management, and that protocols are effectively implemented, including liaising with medical, allied health and clerical/administrative staff to implement planned, systematic processes to specific care protocols, and ensure that subjects retain their dignity, comfort and safety. > Implement and maintain timely, accurate and appropriate verbal and written communication processes to facilitate effective working relationships that support the Unit's agreed model of care delivery. > Promote the improvement of patient outcomes and recovery processes, including assisting in the development and delivery of research projects, policy and practice guidelines as required.
Contributes to the provision of professional advice and support, and the maintenance of effective relationships and networks	<ul style="list-style-type: none"> > Contribute to the maintenance and expansion of existing research networks, information-sharing and the building of research capacity across the Unit. > Liaise effectively with Unit stakeholders, including researchers in other agencies, and participate in a range of assigned seminars and meetings to support the research objectives of the Unit. > Prepare clear and professional advice, briefings, reports and presentations, as directed, to support future planning and directions for research and evaluation across the Unit.
Contributes to a safe and ethical working environment	<ul style="list-style-type: none"> > Ensure that the work undertaken within the Unit complies with human ethics, animal ethics, privacy and other appropriate guidelines. > Ensure that the work undertaken within the Unit complies with institutional and State Government policies on intellectual property. > Ensure the ongoing maintenance of the confidentiality of research proposals and research findings within the Unit.

<p>Contributes to the effective organisation, operation and continual improvement of the Unit's research programs and objectives</p>	<ul style="list-style-type: none"> > Contribute to the Unit's research and evaluation functions and the identification of associated trends, issues and resources that inform Unit research programs and initiatives. > Work under close supervision to contribute to the implementation, review and maintenance of guidelines, plans, processes and systems, to support the achievement of ongoing standards of rigor and relevance across all evaluations and research conducted. > Support assigned research projects, including for the preparation of reports on research findings and a range of relevant data, information and advice from tertiary institutions, networks and other sources. > Provide assistance to other staff members, as required, to support the effective determination of priorities, and the achievement of the Unit's programs and quality and performance objectives. > Monitor and update systems, processes and procedures as directed, to support effective knowledge management, information-sharing and continuous improvement.
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Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational

- > Bachelor degree covering fields relevant to role in the research program or project.

Personal Abilities/Aptitudes/Skills:

- > Proven ability to work under limited professional direction, either autonomously, or in a team environment, and to deliver on performance objectives, plan activities and meet priorities, and to utilise an enthusiasm for acquiring knowledge in order to effectively analyse and resolve problems in a clear, innovative and resourceful manner.
- > Demonstrated interpersonal and communication skills to support the involvement and co-operation of, and liaise and consult and negotiate with, a range of stakeholders, and provide timely, professional and responsive advice, reports and briefings.

Experience

- Well-developed experience in using computers and database packages for the recording, analysis and communication of information and data.
- Experience in contributing to, or undertaking, projects to support the delivery of research objectives.

Knowledge

- Proven knowledge of laboratory procedures, and guidelines for compliance with safety, risk management and equal opportunity, particularly within a specific field that is relevant to the assigned operational area.
- Proven knowledge of clinical research procedures, and guidelines for compliance with safety, risk management and equal opportunity, particularly within a specific field that is relevant to the assigned operational area.
- Well-developed knowledge of computer based information systems and their application within the clinical research and health fields.
- Proven knowledge of medical terminology, records practice and procedures, confidentiality standards and good clinical research practice;
- An understanding of the Declaration of Helsinki.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- An honours or higher degree involving a research component.

Experience

- Demonstrated experience in working within a cancer care environment
- Experience in coordinating clinical trials

Knowledge

- Knowledge of state, national and international clinical research and health structures, systems, policies and procedures, and the inter-relationship of various hospital divisions and departments.

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., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern 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:

The TQEH Cancer Clinical Trial Unit of the Department of Haematology/Oncology, conducts and manages clinical trials in accordance with Good Clinical Research Practice (GCRP), NHMRC guidelines and standard operational procedures (SOPs).

Values

Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
Professionalism:	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

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 understand the responsibilities associated with role, the role and organisational context and the values of CALHN as described within this document.

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