

Position Description

College/Division:	College of Arts and Social Sciences
Faculty/School/Centre:	Research School of Humanities and the Arts, School of Literature, Languages and Linguistics
Department/Unit:	ANU Institute for Communication in Health Care (ICH)
Position Title:	Nursing Research Liaison
Classification:	ANU Officer Grade 8 (Research)
Position No:	
Responsible to:	Professor Diana Slade, Director of ICH
Number of positions that report to this role:	Nil

PURPOSE STATEMENT

The ANU Institute for Communication in Health Care (ICH) is an international, interdisciplinary organisation, established to promote health care communication research and the application of research findings to healthcare practice and education. The institute's mission is to build an international, collaborative research and training hub in healthcare communication to improve patient safety and the quality of healthcare practice around the world. Based at one of Australia's leading research-intensive universities, the institute addresses mounting evidence that ineffective communication at all levels of the healthcare system can lead to poor outcomes for healthcare consumers, including avoidable hospital admissions, serious illness and death. The institute aims to translate cutting-edge communication research into best practice for safe and compassionate health care. It is located in the College of Arts and Social Sciences, within the Research School of Humanities and the Arts. It also has very strong links with the ANU School of Medicine and with organisations in the healthcare sector in NSW (such as St Vincent's Hospital Sydney), ACT, across Australia and internationally.

Specifically, the purpose of the Nursing Research Liaison role is to be ICH's on-site research project liaison for, and conduct research on, two major ongoing 'communication in healthcare' interventions focussing on nursing practices in major metropolitan hospitals in NSW and Victoria. More broadly, the purpose is to contribute to and expand the existing team's expertise in healthcare communication research and education in hospitals in Australia by bringing a clinical background and experience to the team.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

The Nursing Research Liaison will report to Professor Diana Slade with regards to the different projects' aims and their role within it. They will work closely with other team members in research design, data collection, data analysis, and in producing reports.

They will interact with colleagues in the ANU School of Literature, Languages and Linguistics, the Centre of Excellence for the Dynamics of Language, the ANU Medical school, the health sector, and with colleagues at ICH's international partner institutions.

Role Statement:

Under broad direction, the Nursing Research Liaison will:

1. Manage the provision of pro-active, high level support to the ICH research team focussing on nursing practices in major metropolitan hospitals in NSW, ACT and Victoria, including but not limited to:
 - Managing the conduct of qualitative and quantitative research studies and the analysis of data.
 - Coordinating the preparation of project-relevant documentation and the sourcing of research materials utilising multiple sources including libraries, online publications and repositories and overseeing relevant archival work.
 - Contributing to research output and assisting the research team to contribute to high quality research outputs including drafting evaluation and assessment papers, preparing manuscripts and literature review.
 - Managing databases for the allocated research activities.
 - Coordinating relevant approvals to ensure compliance with regulatory and policy requirements including the ethics approval for the research team as required.
2. Build capacity to contribute to the design and implementation of relevant research projects, advising on and developing new strategies, establishing project requirements, objectives, and research reference terms and writing research specifications, as required.
3. Contribute to the conduct of high level data synthesis and analysis of data collected in targeted health care contexts, develop and review the relevant analysis report and briefs including identifying key issues and making recommendations, disseminating and presenting relevant research findings the health care sector.
4. Pro-actively coordinate the operational aspects of the relevant research activities, assisting with the financial management of the research team, monitoring contractual milestones, adhering to reporting requirements, recommending and implementing measures to manage contingencies to ensure timely and on budget delivery of research output.
5. Develop and maintain effective communications and relationships with various stakeholders and organisations associated with the research activities, this may include but not limited to organise workshops or other intensive training sessions in areas relevant to communication in health care.
6. Advise on and develop new strategies for the support and implementation of research programs and manage the nursing components of the ICH projects and implement the project delivery.
7. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
8. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA

1. Postgraduate qualification, or progress towards postgraduate qualifications in nursing, allied health or other health related area and demonstrated relevant experience in a clinical research or clinical educator role, or an equivalent combination of relevant clinical experience and education/ training in hospital environments.
2. Demonstrated record of intellectual input and achievement in research, including demonstrated experience using quantitative and qualitative research methodologies, implementing research programs, surveys, collecting and analysing high volume, complex research data. Experience obtaining ethics approval for research projects may be regarded positively.
3. Demonstrated high interpersonal and leadership skills, including experience an ability to negotiate and influence a wide range of stakeholders.
4. Demonstrated high level verbal and written communication skills, including an ability to engage and communicate with different stakeholders in healthcare settings, to lead workshops and other forms of training, and producing high quality publications and briefs, and project progress reports..
5. Proven organisational and project-management skills including project delivery; coordinate and support project activities; and collate, analyse and present information and data with accuracy and detail and an demonstrated organisational skills to meet competing deadlines and deliver high-quality outcomes.

6. High level computer skills with demonstrated experience including the ability to collect, process/transcribe and analyse interactional and other health care data sets relevant to the research.
7. A demonstrated high level of understanding of equal opportunity principles and policies and a commitment to their application in a University context.

References: [Professional Staff Classification Descriptors](#)



Australian
National
University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	College of Arts & Social Sciences	Dept/School/Section	School of Literature, Languages & Linguistics
Position Title	Nursing Research Liaison	Classification	ANU 8
Position No.		Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a duty to provide a safe workplace.

- This form must be completed by the Supervisor of the advertised position and forwarded with the job requisition to Recruitment and Appointments Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see [Health Surveillance Procedure](#)
- Enrolment on relevant Work, Health and Safety (WHS) training courses should also be arranged – see [WHS Training & Induction](#)
- Consideration should be given as to whether 'Regular' hazards identified below should be listed as 'Essential' in the Selection Criteria

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
carcinogens			genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					