Position Description

Research Assistant

Faculty/Portfolio	Faculty of Health
School/Centre	School of Medicine/ Innovation in Mental and Physical Health and Clinical Treatments (IMPACT) *TRIALS*
Basis of Employment	Full-time (36.75 hours per week). Fixed term for 12 months
Primary Location of Work	Barwon Health
Classification	RA148
Reporting Line	Senior Lecturer

ABOUT DEAKIN

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

WHY WORK FOR OUR UNIVERSITY?

IMPACT *TRIALS*

IMPACT

School of Medicine

Faculty of Health

Benefits of working at Deakin

Strategic Plan – Deakin 2030: Ideas to Impact

DEAKIN'S COMMITMENT TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture an inclusive, safe and respectful community. Deakin is an Employer of Choice for Gender Equality, a SAGE Athena SWAN Bronze Award holder, seeking gender equity for Women in STEMM, and a Silver Award holder in the Australian Workplace Equality Index for LGBTQ inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sexualities and genders.

POSITION OVERVIEW

The primary purpose of the Research Assistant will be to assist in the day-to-day conduct of a clinical trial of a new medication for methamphetamine 'ice' use, called the Tina trial. Further information about the Tina trial can be found at www.tinatrial.info. The incumbent will be required to recruit and interview potential trial participants, screening them for suitability to enter the clinical trial, and if suitable enrol them in the trial and collect data from participants at scheduled appointments as described in the trial protocol. The incumbent will also be involved in data entry and data management; undertake management of biological samples; assist in recruitment strategies and participant contact and undertake general administrative duties involved in research conducted within the unit. This is a multi-site clinical trial, and the incumbent will work as part of a multidisciplinary team of researchers and clinicians. The position will be based primarily at IMPACT, Geelong. Travel in the field is required and some work duties will involve undertaking assessments with trial participants in the field and in collaborating services.

The role of Research Assistant reports to a Senior Lecturer and has no direct reports.

Key Relationships:

Internal	• IMPACT • Faculty of Health
External	• Barwon Health • University of New South Wales • University of Wollongong • Biala, Metro North Health (Queensland) • Next Step Community Alcohol and Drug Service East Perth (Western Australian Mental Health Commission)

PRIMARY RESPONSIBILITIES

Specific accountabilities for this role include:

- Conduct interview assessments with research participants using psychiatric rating scales and other validated questionnaires.
- Perform data collection for the study.
- Monitor the implementation of risk assessment procedures for each trial participant, ensuring that participant care is appropriate to the perceived risk while maintaining the patient's dignity and rights. This should include a commitment to actively managing the environmental risks encountered.
- Coordinate invitations and appointments for study participants including: recruiting new participants; conducting trial interviews; follow up of missed appointments; obtaining address details and necessary consent forms from study participants; conducting assessments and interviews and collecting other relevant data; and data entry as required
- Manage the research project on a day-to-day basis by ensuring that data is being collected and stored appropriately according to procedural requirements of the research project and conforming to good clinical practice guidelines.
- Effective communication and liaison with other research staff within IMPACT and Barwon Health, and other trial collaborating groups.
- Experience with the principles of good clinical practice and a commitment to operate within these guidelines. Maintain strict standards of confidentially.
- Attend relevant meetings and participate in the planning and review of the trial research protocol and related activities as required
- Participate in Quality Assurance procedures related to the project and service, including any necessary training and review meetings implemented across trial sites.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.
- Any other duties as directed, commensurate with the scope and classification of the position.

ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the university's ambition as expressed in the Deakin University Strategic Plan and must share the University's values.

You will be a person who is ambitious for Deakin University's success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

SELECTION CONSIDERATIONS

Qualifications and Experience:

- Completion of a degree or post-graduate qualification in psychology, nursing, social work or other relevant discipline and/or relevant work experience
- Demonstrated experience in clinical interviewing and assessment*

* Desirable

Capabilities and Personal Attributes:

- Strong interpersonal communication skills.
- Excellent organisational and time management skills.
- Demonstrated ability to apply strong critical thinking and sound judgement when making decisions.
- Demonstrated understanding of the importance of confidentiality.
- Demonstrated administrative skills including proficient use of Microsoft Office suite of products, as well as
- Demonstrated experience using data software (e.g., REDCap, SPSS, Stata, SAS or R).
- Exceptional record keeping skills and a high level of attention to detail.
- Demonstrated organisational skills including the demonstrated ability to maintain a high standard of data record keeping and a demonstrated ability to meet competing deadlines.
- Demonstrated ability to liaise with (and/or negotiate with) research clients and other research teams.
- Commitment to integrity and sensitivity in interacting with marginalised or at-risk populations and about sensitive issues, including in complying with ethical, legal, and policy requirements.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training
- Demonstrate the ability to exercise sound judgment, initiative, diplomacy, tact and discretion as well as proven experience handling sensitive and personal information in a confidential and appropriate manner

SPECIAL REQUIREMENTS

- Frequent local travel will be required to undertake assessments and visit services
- Working With Children Check
- National Police Record Check

DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.