DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Teletrial Coordinator
Position Number:	527357
Classification:	General Stream Band 6
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Clinical Quality, Regulation and Accreditation – Clinical Governance
Position Type:	Fixed-Term, Full Time/Part-time
Location:	South, North, North West
Reports to:	Deputy Chief Medical Officer
Effective Date:	July 2022
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Tertiary qualifications in a relevant discipline with experience in research and clinical trials or project management experience in the health setting Practical experience in research and clinical trials, preferably with experience as a clinical trial coordinator, study coordinator, research nurse, research office or equivalent would be advantageous Registration with the Australian Health Practitioner Regulation Agency (AHPRA) is desirable, but not essential Contemporary knowledge of the National Health and Medical Research Council (NHMRC), Good Practice Process (GPP) for Site Assessment and Authorisation Phases of Clinical Trial Research Governance, Australian Code for the Responsible Conduct of Research, International Centre for Harmonisation, Good Clinical Practice (GCP) Guidelines, and the National Principles for Teletrials

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.

Background:

Clinical Trials Using Telehealth (Teletrials)

Clinical trials are the vehicles through which advances in medical science are translated to the benefit of patients and their communities, providing essential conduits from scientific discovery to improved health outcomes for all. The Tasmanian publicly funded health service has been provided with funding by the federal government to establish clinical trials using telehealth within Tasmania under the Australian Teletrial Program (ATP) to:

The main objectives of the Australian Teletrial Program (ATP) are to:

- Expand the reach of clinical trials in rural, regional and remote areas in Australia
- Develop Australia's clinical trials workforce capacity and capability to deliver clinical trials
- Build a more interconnected clinical trials system in Australia
- Close the Gap in health outcomes for all Australians

Benefits for patients

Through teletrials, patients can be seen closer to home leading to:

- participation in a clinical trial with family, community and local healthcare support
- a reduction in travel and accommodation costs
- equity of access for all Australians to clinical trials and improved access to potential new therapies.

Primary Purpose:

The position supports the continued implementation and expansion of clinical trials using telehealth throughout Tasmania under the leadership of the Deputy Chief Medical Officer.

The Teletrial Coordinator participates in state and national committees, and forums that promote the strategic objectives of the ATP by expanding clinical trials using telehealth as part of broader national research reform agenda within Tasmania.

Duties:

1. Support the establishment of Primary and Satellite sites throughout Tasmania to deliver the Australian Teletrial (ATP) within all legislative and regulatory frameworks associated with clinical trials, and research ethics and governance.
2. Develop resources including establish local procedures and guidelines for the safe conduct of clinical trials using telehealth.
3. Liaise with Primary Sites and Sponsors to review protocols and policies for clinical trials as potential Teletrials using sound clinical and clinical trials coordination knowledge to determine suitability under the ATP, as well as assessing satellite site capabilities and liaising with primary and satellite sites when referrals are received.
4. Evaluate clinical trial capability at any potential satellite sites, including research staff experience with clinical trials, resources audit and discussion with regular clinical trials support services such as Pharmacy and Pathology.
5. Determine equipment and logistics requirements for site feasibility and facilitate equipment acquisition, and the logistics to deliver Investigational Product to sites.

6. Facilitate access to clinical trials for patients in outer metropolitan, regional and remote areas via stakeholder outreach and technology advancement.
7. Work collaboratively with trial coordinators in the conduct of Teletrials across the Tasmanian publicly funded health service, including coordinate screening, recruitment, treatment and monitoring of research participants.
8. Support sites to efficiently organise patient visits and admissions, and other necessary investigations as per trial protocols.
9. Utilise available resources in the most cost-effective manner, promote and participate in quality activities, and provide outstanding customer service to ensure optimum clinical trial outcomes.
10. Monitor trials activity including locations of trials and recruitment data, types of diseases treated in order to discern needs and opportunities.
11. Collect data in accordance with the requirements of the ATP for the purposes of reporting on Tasmania Teletrial activities.
12. Identify process improvement through sustained engagement on the ATP with clinical trial coordinators and research teams initially across Tasmania.
13. Provide expert advice and high-level support to clinical trial coordinators and research teams regarding clinical trial management, in particular for implementing the ATP.
14. Provide advice, education and support to patients and the families of patients involved in clinical trials to help facilitate informed decision making.
15. Provide high quality, authoritative and timely advice to the Deputy Secretary Clinical Quality, Regulation and Accreditation, the Deputy Chief Medical Officer, senior executives and other stakeholders around policy advice and achievements of the Department of Health research objectives.
16. 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:

Under the leadership of the Deputy Chief Medical Officer and working closely with the Research Governance - Project Coordinator, the Clinical Trial Liaison Officer, and staff in the Research Governance Office, the incumbent is expected to work with a significant degree of independence and autonomy, ensuring work undertaken is thorough, well researched, accurate and timely, and will demonstrate initiative, sensitivity and exercise sound judgement in the completion of tasks.

The Teletrial Coordinator is expected to:

- Support the establishment of Primary and Satellite sites throughout Tasmania to deliver the ATP within all legislative and regulatory frameworks associated with clinical trials, and research ethics and governance.
- Identify and adapt processes to optimise the Teletrial model to ensure it aligns with emerging needs and establish local procedures and guidelines for the safe conduct of clinical trials using telehealth.
- Provide high level expertise, strategic advice and support to sponsors, researchers and site administrative staff with regards to clinical trial start-up processes and site research capabilities and interests for Teletrials.
- Promote the Tasmanian publicly funded health service to attract sponsored clinical trials that align to the organisations strategy and health priorities and meet the health needs of the community.

- Maintain high level knowledge of State and Commonwealth legislation, policy directions and service delivery relating to research governance.
- 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.
- 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.

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
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated experience in research and clinical trials or project management experience in the health setting including a contemporary understanding of research governance processes.
2. Experience in developing research resources, including Standard Operating Procedures in for the conduct of research and clinical trials.
3. Experience in providing professional advice and support relating to the regulation, management and conduct of clinical trials.
4. Excellent interpersonal skills and the proven ability to establish and manage productive professional relationships and networks with a variety of stakeholders.
5. Flexible and agile professional mindset and approach, including the ability to manage multiple and complex responsibilities, show initiative, problem solve complex tasks and work autonomously.

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 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.