University of the Sunshine Coast Australia

POSITION DESCRIPTION

Position:	6495 Clinical Trials Coordinator
Work Area:	UniSC Clinical Trials
Classification:	Level 6
Supervisor:	Clinical Trials Operations Manager
Incumbent:	Vacant

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF UNISC CLINICAL TRIALS

UniSC has established a world class Clinical Trials (CT) which builds the region's collective clinical research capacity and delivers innovative and regionally relevant research in consultation with key stakeholders, including local healthcare professionals, pharmaceutical executives, regulatory bodies, ethics and governance, vendors, and other key thought leaders.

PRIMARY OBJECTIVES OF THE POSITION

1. Contribute to the coordination and administration of designated clinical trials within UniSC CTC.
2. Work collaboratively with the CTC team, sponsors, and monitors to ensure the successful conduct and timely completion of clinical trials.

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NATURE AND SCOPE OF POSITION

Under the broad direction of the Clinical Trails Operations Manager, the Clinical Trials Coordinator is responsible for ensuring the clinical trials designated to them are conducted in accordance with the appropriate quality standards including ICH/GCP, UniSC CTC SOPs, and applicable regulations, rules and guidance. The position autonomously performs diverse administrative duties requiring analysis, sound judgment, innovation and extensive knowledge of study specific protocols.

The position may supervise Clinical Trails Associates and student placement activities.

KEY ACCOUNTABILTIES OF THE POSITION

1. Plan and execute the conduct of patient visits and be responsible for and take carriage of the associated administrative duties including; data collection, laboratory sample processing and shipping and complex document collation.
2. Provides highly specialised coordination to assist in the management of assigned research studies including: study start-up, HREC submission, recruitment, screening and enrolment of research subjects, development and institution of mechanisms to maximise subject adherence to the research protocol, data collection and reporting, study drug/device accountability, monitoring of participants, and education of investigators and other health care professionals, research subjects and their families and communications with the research team.
3. Provide coordination of multiple clinical trials simultaneously ensuring full compliance with local, State and federal policies and procedures.
4. Develop solutions to complex problems that impact the timely and accurate conduct of designated clinical trials.
5. Provide administrative support for designated research projects and programs, including maintaining/using relevant information systems, databases and record-keeping systems.
6. Contribute to the planning, management and effective implementation of continuous improvement activities relating to relevant practices, protocols, quality assurance standards and customer service excellence.
7. Participate in the confinement of participants for certain clinical trial protocols including some work after usual business hours and overnight as necessary.
8. Contribute to a positive and safe work environment for you and others, by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.

KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following **Selection Criteria**:

1. Completion of a degree qualification in Nursing or related field with subsequent relevant experience or an equivalent combination of experience and Diploma qualification. Registered Nurses must have current registration with AHPRA as a Registered Nurse. Enrolled Nurses must be medication administration endorsed and have phlebotomy training and experience.
2. Knowledge of ICH Good Clinical Practice and applicable regulations.
3. High level computing skills (including databases, clinical trial electronic data entry, word processing and spreadsheets).
4. Sound understanding of privacy principals governing health information.
5. Ability to work independently and as part of a multidisciplinary team.
6. Ability to be flexible to travel to different site locations.
7. Previous Clinical Trial Coordination experience highly regarded.

Additional Requirements

It is a condition of employment for this position that you may be required to provide periodic evidence of immunisation against communicable diseases. This may include COVID-19.

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.