

CURRENT POSITION DESCRIPTION

POSITION TITLE	CLINICAL TRIALS COORDINATOR - ENDOCRINOLOGY
STAFFLINK POSITION NO.	63802
COST CENTRE	259352
CLASSIFICATION	Health Manager Level 1
AWARD	Health Manager
REGISTRATION/LICENCE REQUIREMENTS	
VACCINATION CATEGORY	Category A
PRE-EMPLOYMENT SCREENING CHECKS	Working With Children and National Criminal Record Check
RESPONSIBLE TO	Clinical Research Manager, Endocrinology
RESPONSIBLE FOR	All aspects of clinical trial- and research-related activities within the Endocrinology Clinical Research Unit of the Department of Endocrinology
PRIMARY PURPOSE OF THE ROLE	<p>The successful applicant will be responsible for promoting, conducting, and coordinating all aspects of clinical research for the Department of Endocrinology including recruitment of patients into studies, assisting in the overall care of patients in research studies and participating in research activities within the department.</p> <p>The Endocrinology Clinical Research Unit is a service within the Department of Diabetes, Endocrinology, and Metabolism. Its mission is to provide a cohesive, quality-controlled approach to investigator-based and externally-funded clinical research. The unit is involved in numerous international and national clinical trials and investigator-initiated studies encompassing all areas of endocrinology including diabetes, bone and mineral diseases, pituitary disorders, menopause, obesity, thyroid and endocrine cancers.</p>

KEY ACCOUNTABILITIES <i>(Maximum of 8)</i>	Ensure all clinical trials are conducted in accordance with all regulatory, state, national, and internationally accepted guidelines for Good Clinical Practice (ICH-GCP).	
	Identify suitable patients for recruitment into clinical studies, applying the study-specific inclusion and exclusion criteria, via referrals, multidisciplinary team meetings, and other clinical settings.	
	Ensure study participants undertake measurements, assessments, and appropriate monitoring as per study-specific protocols. These may include site or phone visits, collection of vital signs and clinical specimens, coordinating imaging procedures with external vendors, and study-specific data collection.	
	Ensure study investigators are continually updated with the current circumstances of the studies they are involved with: the ongoing conduct of the trial, the welfare of the study participants, and any notifications which may arise during the course of the study.	
	Assist in the preparation and submission of study documents required by the Human Research Ethics Committee or the Research Governance Office for new studies, study amendments, safety reports, and serious adverse events as required during the conduct of the study.	
	Liaise with the wider research team as necessary: the Research Office, study sponsors, Clinical Research Associates and trial monitors, and clinical trial staff at other centres.	
	Ensure accurate collection, maintenance, and storage of study data in a timely manner, including the use of study-specific case report forms (CRFs) and databases, and ensure that data is reported to sponsors and other key parties within the timeframe agreed to in the Clinical Trial Research Agreement.	
KEY CHALLENGES <i>(Maximum of 3)</i>	Working on multiple research projects and trials with competing priorities and demands	
	Achieving recruitment targets and project deadlines and milestones	
	Displaying a high level of knowledge and managing expertise in the various clinical trials	
KEY INTERNAL	WHO	WHY

RELATIONSHIPS <i>(Maximum of 3)</i>	Clinical Research Manager, Endocrinology	Direct report, allocation of workload
	Head of Department; Principal & Associate Investigators	Allocation of workload
	Clinical Trials Coordinators, Research Data Support Officer, other clinical researchers	Daily workload, advice and collaboration on tasks

KEY EXTERNAL RELATIONSHIPS <i>(Maximum of 2)</i>	WHO	WHY
	Study participants	As part of the daily business of conducting clinical trials
	NSLHD Research Office	Research-related queries, advice, approvals and acknowledgements

SELECTION CRITERIA <i>(Minimum of 3 maximum of 8)</i>	Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.
	A tertiary degree in an appropriate clinical discipline or Division 1 Registered Nurse holding a current Australian Health Practitioner Registration (AHPRA) certification
	Experience in Endocrinology nursing and/or coordinating clinical research trials
	Good understanding of the legal, ethical and regulatory requirements for research as per ICH-GCP and other statutory guidelines; and current GCP certification.
	Flexibility to work across the study activities of the clinical trials and meet trial, departmental, and Research Office deadlines.
	Attention to detail, excellent organisational and time-management skills, ability to work independently and within a multidisciplinary team

	Clinical skills venepuncture, and ECG recording; cannulation skills desirable.
	Demonstrated excellent verbal and written communication skill
	Proficiency with the use of computer applications including Microsoft Office Suite

JOB DEMANDS CHECKLIST

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a preemployment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position. This form is to be completed in consultation with the manager/supervisor of the position being recruited for.

- Infrequent: intermittent activity exists for a short time on a very infrequent basis
- Occasional: activity exists up to 1/3 of the time when performing the job
- Frequent: activity exists between 1/3 and 2/3 of the time when performing the job
- Constant: activity exists for more than 2/3 or the time when performing the job
- Repetitive: activity involved repetitive movements
- Not Applicable: activity is not required to perform the job

Physical Demands	Frequency
Sitting - remaining in a seated position to perform tasks	Frequent
Standing - remaining standing without moving about to perform tasks	Occasional
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Frequent
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Infrequent
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Occasional
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling - remaining in a kneeling posture to perform tasks	Infrequent

Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Infrequent
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Infrequent
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Occasional
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Occasional
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Infrequent
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Infrequent
Reaching - Arms fully extended forward or raised above shoulder	Occasional
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Infrequent
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Infrequent
Hand & Arm Movements - Repetitive movements of hands and arms	Infrequent
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Infrequent
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving - Operating any motor powered vehicle	Infrequent

Sensory Demands	Frequency
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Frequent
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Frequent
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	Infrequent
Taste - Use of taste is an integral part of work performance e.g. Food preparation	Infrequent
Touch - Use of touch is an integral part of work performance	Frequent
Psychosocial Demands	Frequency

Distressed People - e.g. Emergency or grief situations	Infrequent
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	Infrequent
Unpredictable People – eg dementia, mental illness, head injuries	Infrequent
Restraining - involvement in physical containment of patients / clients	Infrequent
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	Infrequent
Environmental Demands	Frequency
Dust - Exposure to atmospheric dust	Infrequent
Gases - Working with explosive or flammable gases requiring precautionary measures	Not applicable
Fumes - Exposure to noxious or toxic fumes	Not applicable
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Infrequent
Hazardous substances - e.g. Dry chemicals, glues	Not applicable
Noise - Environmental / background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting - Risk of trips, falls or eyestrain	Infrequent
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Infrequent
Confined Spaces - areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Infrequent
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Frequent