

CURRENT POSITION DESCRIPTION

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| POSITION TITLE | Clinical Research Data Officer - Endocrinology |
| STAFFLINK POSITION NO. | TBA |
| COST CENTRE | 259352 |
| CLASSIFICATION | Admin Officer Level 4 |
| AWARD | Health Employees' Administrative Staff (State) Award |
| REGISTRATION/LICENCE REQUIREMENTS | N/A |
| VACCINATION CATEGORY | Category A |
| PRE-EMPLOYMENT SCREENING CHECKS | Working With Children and National Criminal Record Check |
| RESPONSIBLE TO | Clinical Research Manager, Endocrinology |
| RESPONSIBLE FOR | N/A |
| PRIMARY PURPOSE OF THE ROLE | The successful applicant will provide efficient and accurate administrative management support to the Department of Endocrinology Clinical Trials and Research Unit in relation to clinical trials and research projects. This support will include the use of and data entry into electronic and paperbased information systems, databases, websites, and records thereby allowing the clinical trials coordinators to concentrate on patient recruitment and retention and interaction with patients, as well as additional ad hoc administrative duties as required. The Clinical Research Data Officer will report to the Clinical Research Manager and/or the Principal Investigator of each study. The position will be required to work under minimal supervision. |

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| KEY ACCOUNTABILITIES <i>(Maximum of 8)</i> | Data entry (paper-based and electronic) for clinical trials and research projects within the unit to research standards, with high level of accuracy and attention to detail.). A working knowledge of statistical programmes and databases would be preferred and would be an advantage. The incumbent will be required to evaluate current and ever changing research and data privacy legislation and regulations, as well as studyspecific instructions and protocols relevant to the position’s workload |
| | Research administration tasks – Maintain clinical trial Investigator folders and documentation, access and organise patient files, manage correspondence with participants and research matters with a working knowledge of statistical programmes and databases preferred. |
| | The incumbent will be working with study sponsors who monitor the studies and will be required to respond to queries on study-specific online workbooks. The incumbent will also be working with web-based research portals, will be required to correctly administer Patient Reported Outcomes and Quality of Life questionnaires to clinical trial participants, as well as enter the data onto study-specific databases |
| | Update clinical trials finance schedules to ensure timely financial documentation is sent to the Clinical Research Manager. |

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| | Ensure study- and protocol-specific training is up to date |
| | Update departmental patient databases as necessary to aid in clinical trial and study recruitment. |
| | Provide general administrative support including, but not limited to: handling correspondence, telephone calls, filing, scanning, photocopying, ordering stationery and other office consumables, sending of files to medical records and other general administrative support duties as required. The position also requires sponsor-generated query resolution. |
| | Maintain strict confidentiality in relation to all patient, staff, workplace and NSLHD matters |
| KEY CHALLENGES | Time management and prioritisation of tasks in a busy clinical environment. |

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| <i>(Maximum of 3)</i> | Achieve project deadlines and milestones to the required standards and targets of clinical trial research. Ability to work with minimal supervision. | |
| | Keep informed of research and other factors such as legislation and policy decisions which impact on research data collection, management and distribution as this is often marked by rapid change and development. | |
| KEY INTERNAL RELATIONSHIPS <i>(Maximum of 3)</i> | WHO | WHY |
| | Clinical Research Manager, Endocrinology; Principal & Associate Investigators; Head of Department | Allocation of workload |
| | Clinical Trial Coordinators | Daily workload, advice and collaboration on tasks |
| | Other departmental research project officers and administrative staff | Advice and collaboration on tasks |
| KEY EXTERNAL RELATIONSHIPS <i>(Maximum of 3)</i> | WHO | WHY |
| | Study participants | As part of the daily business of conducting clinical trials |
| | NSLHD Research Office | Research-related queries and advice |
| | Service/maintenance personnel | Support of smooth-running of department |
| 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. | |
| | Previous research data entry experience and statistical analysis experience preferred, with a high level of accuracy and attention to detail. | |
| | Previous administrative experience particularly in a client-focussed and/or health research environment, or similar.... GCP certification preferred. | |

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| | Previous experience with data manipulation, working with software programs such as SPSS, Excel, and REDCap. |
| | Demonstrated ability to work collaboratively as part of a team of varied professionals, as well as independently under general direction |
| | Demonstrated ability to manage workload and prioritise competing demands within time constraints. Ability to work with minimal supervision. |
| | High level of written and verbal communication skills |
| | Demonstrated competency in general computing skills, especially email, Microsoft Office Suite and web-based applications |

| JOB DEMANDS CHECKLIST | |
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| <p>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.</p> <p>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.</p> <p>Infrequent: intermittent activity exists for a short time on a very infrequent basis</p> <p>Occasional: activity exists up to 1/3 of the time when performing the job</p> <p>Frequent: activity exists between 1/3 and 2/3 of the time when performing the job</p> <p>Constant: activity exists for more than 2/3 or the time when performing the job</p> <p>Repetitive: activity involved repetitive movements</p> <p>Not Applicable: activity is not required to perform the job</p> | |
| Physical Demands | Frequency |
| Sitting - remaining in a seated position to perform tasks | Repetitive |
| Standing - remaining standing without moving about to perform tasks | Occasional |
| Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes | Constant |

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| Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes | Not applicable |
| 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 | Occasional |
| Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks | Occasional |
| Leg / Foot Movement - Use of leg and / or foot to operate machinery | Not applicable |
| Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps | Infrequent |
| 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 | Occasional |
| Head / Neck Postures - Holding head in a position other than neutral (facing forward) | Occasional |
| Hand & Arm Movements - Repetitive movements of hands and arms | Frequent |
| 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 |
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| Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens | Repetitive |

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| Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries | Repetitive |
| 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 | Not applicable |
| Touch - Use of touch is an integral part of work performance | Repetitive |
| 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 | Occasional |
| 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 | Occasional |
| Gases - Working with explosive or flammable gases requiring precautionary measures | Occasional |
| Fumes - Exposure to noxious or toxic fumes | Infrequent |
| Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE | Infrequent |
| Hazardous substances - e.g. Dry chemicals, glues | Occasional |
| Noise - Environmental / background noise necessitates people raise their voice to be heard | Frequent |
| Inadequate Lighting - Risk of trips, falls or eyestrain | Occasional |
| 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 |

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| Confined Spaces - areas where only one egress (escape route) exists | Occasional |
| 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 | Frequent |
| Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks | Infrequent |
| Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases | Infrequent |