

POSITION DESCRIPTION

Research Ethics and Governance Officer



Health
Illawarra Shoalhaven
Local Health District

DRAFT

Our CORE Values	Collaboration Openness Respect Empowerment	
Organisation	NSW Health	
Local Health District /Agency	Illawarra Shoalhaven Local Health District	
Position Number	TBA	
Cost Centre	TBA	
Position Classification	Health Manager Level 1	
State Award	Health Managers (State) Award	
Reporting to	Director Clinical Governance, Patient Safety and Quality	
Does this role manage or supervise others?	No	
Vaccination Category	Category B	
Website	http://www.islhd.health.nsw.gov.au/	

PRIMARY PURPOSE (max 3,800 characters with spaces)

The Research Ethics and Governance Officer provides oversight of research activity to the ISLHD and ensures human research complies with ethical and governance requirements. The Research Ethics and Governance Officer is responsible for undertaking comprehensive Site-Specific Assessment of all research projects and for providing secretariat support to the Human Research Ethics Committee (HREC).

Restructuring Plan

KEY ACCOUNTABILITIES

- Timely review of all research governance applications (Site Specific Assessments and Access Requests) in compliance with the NSW Health Key Performance Indicators (KPIs).
- Coordinate scientific and ethical review of research involving humans, in accordance with the NHMRC National Statement on Ethical Conduct in Human Research and NSW Health policies and guidelines.
- Coordinate activities of the HREC and its sub-committees including the preparation of meeting agendas, minutes, correspondence and reports.
- Provide advice to staff relating to ethics and governance processes and requirements.
- Participate in quality improvement activities and provide a high level of customer service to all stakeholders including patients, staff and others.
- Comply with all NSW Health and ISLHD policies and procedures including those specific to human research ethics and governance and quality improvement activities.
- Participate in education and training sessions relating to research ethics and governance. Assist to develop and maintain ethics and governance information on the ISLHD Research website.
- Undertake other duties and special projects as required under the direction of the Director Clinical Governance, Patient Safety and Quality.
- Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews to continuously improve the level and quality of service.

SELECTION CRITERIA

1. Tertiary qualifications in a relevant discipline or demonstrated equivalent experience in a research ethics or governance role.
2. Demonstrated broad understanding of the health and medical research environment in NSW and Australia.
3. Sound understanding of legislation, codes and guidelines relevant to research ethics and governance, in particular the NHMRC National Statement on Ethical Conduct in Human Research (2007), the Privacy Act (1988) and supplementary guidelines, the Human Tissue Act (1983) and the Therapeutic Goods Act (1989).
4. Demonstrated ability to interpret legal documents related to research activities.
5. Understanding of university, hospital and government research environments and processes.
6. Highly developed and effective oral and written communication skills including the ability to minute discussions and develop clear action plans.
7. Demonstrated effective time management skills with the ability to prioritise workload to meet conflicting deadlines.
8. Demonstrated experience in using Microsoft Office applications (including Word, Excel and Publisher), online databases for research data management and web-based applications.

Restructuring Plan

KEY CHALLENGES

1. Providing effective support to the HREC to ensure KPIS are being met.
2. Providing constructive feedback about ethics and governance submissions whilst maintaining positive working relationships.
3. Making decisions about the eligibility of ethics and governance submissions to undergo formal review.
4. Communicating effectively with staff to ensure they understand ethics and governance requirements and the rationale behind requests for further information or resubmission

KEY RELATIONSHIPS

WHO	WHY
ISLHD Researchers	Provide advice and support in submitting governance and ethics applications.
Human Research Ethics Committee	Provide effective secretariat support.
Director Clinical Governance, Patient Safety and Quality	Report on performance and receive direction.
Potential to add new Research Institute?	

Restructuring Plan

JOB DEMANDS CHECKLIST

Definitions

* Denotes a critical requirement of the job

Frequency

I	Infrequent – intermittent activity exists for a short time on a very infrequent basis	C	Constant – activity exists for more than 2/3 of the time when performing the job
O	Occasional - activity exists up to 1/3 of the time when performing the job	R	Repetitive – activity involves repetitive movements
F	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	N/A	Not applicable – activity is not required to perform the job

CRITICAL *	PHYSICAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Respirator use – wearing of a respirator to ensure protection against exposure to respiratory pathogens/ hazardous materials.	X					
	Sitting Remaining in a seated position to perform tasks			X			
	Standing Remaining standing without moving about to perform tasks	X					X
	Walking Floor type: even/uneven/slippery, indoors/outdoors, slopes	X					X
	Running Floor type: even/uneven/slippery, indoors/outdoors, slopes	X					X
	Bend/ Lean Forward from Waist Forward bending from the waist to perform tasks	X					X
	Trunk Twisting Turning from the waist while sitting or standing to perform tasks	X					X
	Kneeling Remaining in a kneeling posture to perform tasks	X					X
	Squatting/ Crouching Adopting a squatting or crouching posture to perform tasks	X					X
	Leg/ Foot Movement Use of leg and or foot to operate machinery	X					X
	Climbing (stairs/ladders) Ascend/ descend stairs, ladders, steps, scaffolding	X					X
	Lifting/ Carrying						X
		Light lifting & carrying – 0 – 9kg					X
		Moderate lifting & carrying – 10 – 15kg					X
	Heavy lifting & carrying – 16kg and above						X
	Reaching Arms fully extended forward or raised above shoulder						X
	Pushing/ Pulling/ Restraining Using force to hold/restrain or move objects toward or away from body						X
	Head/ Neck Postures Holding head in a position other than neutral (facing forward)						X
	Hand & Arm Movements Repetitive movements of hands & arms			X			
	Grasping/ Fine Manipulation Gripping, holding, clasping with fingers or hands			X			
	Work at Heights Using ladders, footstools, scaffolding, or other objects to perform work						X
	Driving Operating any motor powered vehicle	X					X

CRITICAL *	SENSORY DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sight Use of sight is an integral part of work performance eg viewing of X-rays, computer screen			X	X		
	Hearing Use of hearing is an integral part of work performance eg telephone enquiries			X	X		
	Smell Use of smell is an integral part of work performance eg working with chemicals	X					X

Restructuring Plan

	Taste Use of taste is an integral part of work performance eg food preparation						X
	Touch Use of touch is an integral part of work performance			X			X

CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment) Assisting ↓	FREQUENCY					
		I	O	F	C	R	N/A
	Distressed people eg. emergency or grief situations						X
	Aggressive & uncooperative people eg. drug/alcohol, dementia, mental illness						X
	Unpredictable people eg. dementia, mental illness, head injuries						X
	Restraining Involvement in physical containment of patients/clients						X
	Exposure to distressing situations eg child abuse, viewing dead/mutilated bodies						x

CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Dust Exposure to atmospheric dust						X
	Gases Working with explosive or flammable gases requiring precautionary measures						X
	Fumes Exposure to noxious or toxic fumes						X
	Liquids Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						X
	Hazardous substances eg. dry chemicals, glues						X
	Noise Environmental/background noise necessitates people to raise their voice to be heard						X
	Inadequate lighting Risk of trips, falls or eyestrain						X
	Sunlight Risk of sunburn exists from spending more than 10 minutes per work day in sunlight						X
	Extreme temperatures Environmental temperatures are < 15°C or > 35°C						X
	Confined spaces Areas where only one egress (escape route) exists						X
	Slippery or uneven surfaces Greasy or wet floor surfaces, ramps, uneven ground						X
	Inadequate housekeeping Obstructions to walkways and work areas cause trips & falls						X
	Working at heights Ladders/stepladders/ scaffolding are required to perform tasks						X