

## JOB DESCRIPTION

Position title:	Intensive Care Clinical Research Coordinator
Location:	Intensive Care Unit. XXX Hospital
Award:	N.S.W. Public Hospital Nurses State Award
Classification:	Registered Nurse
Position reports to:	IOU NUM Director of Research — ICU, XXX Hospital
Hours:	20 hours per week
Performance Review:	At 3 months initially, then annually
Date of Review:	Jan 2004

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### Primary Function

The Critical Care Clinical Research Coordinator is responsible for the implementation and coordination of clinical research studies and clinical trials within the Intensive Care/High Dependency Unit. The position involves:

- gaining approval for studies,
- developing and monitoring the study budget
- providing education and support to staff and participants
- coordinating department involvement
- managing clinical study data
- initiating changes in practice resulting from study findings
- reporting study outcomes

A current knowledge of 1CM / GOP Guidelines. regulatory and ethical requirements is necessary. A current knowledge of the philosophy of the nursing division should be reflected in all practice. Clinical relevance is to be maintained by working a minimum of 1 shift per week as a registered nurse in the ICU.

After hours and weekend on-call commitment, to specific research projects may be required.

### Selection Criteria

#### Essential Criteria:

- Current N.S.W. Nurses Registration
- Experience in Intensive Care Nursing
- Excellent written and verbal communication skills
- Advanced PC skills — word processing, databases, and spreadsheets.
- Ability to work independently and as part of a multidisciplinary team
- Experience in implementing and conducting clinical trials and research, including ethics proposal, and documentation.
- Demonstrated knowledge of 1CM/GOP guidelines and regulatory requirements
- High level interpersonal and organisational skills
- Flexibility to work after hours/weekends as required by research projects undertaken

## **Desirable Criteria:**

- Demonstrated experience in education and inservice delivery
- Experience in applying for grants
- Post graduate tertiary qualifications in a health related discipline
- Affiliation with relevant professional bodies

## **Key Performance Areas**

### **1. Clinical Trials**

- Seek appropriate trials to be conducted in the IOU.
- Prepare application proposal for ethics committee and/or drug committee
- Ensure Ethics Committee receives regular trial reports, advice of any amendments and safety notifications.
- Prepare XXXAHS Trial Budget overview, and monitor throughout trial period.
- Liaise with Chief investigator, clinicians, other health professionals, other departments. and sponsors.
- Conduct or organise in-service education sessions for staff involved in trials.
- Contact patients regarding recruitment, explanation of trials, consent, follow-up and counselling-
- Ensure clinical trials are conducted according to protocols.
- Follow in-patient trial progress during hospitalisation, transfer, and discharge
- Monitor and coordinate management of adverse side effects.
- Organise diagnostic investigations/reports as per trial protocols.
- Organising specimen collection and delivery, investigation and reporting.
- Monitor correct functioning of trial equipment.
- Record, collate and maintain trial data as per protocol.
- Store and transport data as required.
- Attend to data clarification requests
- Arrange for patient study related cost reimbursement

### **2. Clinical Research**

In conjunction with ICU staff:

- Identify relevant research questions
- Plan research project
- Apply for approval to conduct study
- Conduct thorough literature search and review of same
- Educate all staff involved in research implementation — nursing, medical, related departments
- Educate patients/relatives involved in the research as required
- Collect, collate and analyse data
- Review polities and practices in fight of research findings
- Provide feedback to staff regarding progress, results and resultant changes in practice
- Record research projects, and publish as appropriate.

### **3. General**

- Provide advice and assistance for clinicians and staff of the Department on conduct of research projects and surveys, data collection, interpretation and reporting of results-
- Reporting of progress of research projects to ICU Management, and Critical Care Stream Management.
- Attend and participate in NIHG Clinical trials and Research meetings.
- Attend and participate in IOU Management meeting
- Develop and maintain co-operative relationships with Pathology, Clinical Information Services, information System Department and Pharmaceutical Company Representatives.
- Attend seminars/conferences to maintain and update knowledge as relevant.

## Mandatory Responsibilities

In addition to the essential and desirable criteria for this position you are also expected to comply with the following responsibilities:

Area of Responsibility	All Staff	All Managers
Occupational Health and Safety (OHS)	<p>Be familiar with and ensure compliance with the OH&amp;S Act 2000 and Regulation 2001. Co-operate with OH&amp;S policies and procedures and programs to ensure your own health and safety and that of others within the workplace.</p> <p>Attend all training sessions as required eg. Fire, Manual Handling, Management of Aggression.</p>	<p>Managers have a duty of care for the health and safety of all persons in the workplace.</p> <p>Ensure all accidents and incidents are reported, recorded, investigated and analysed and short and long-term corrective action is taken and its effectiveness evaluated.</p> <p>Ensure that you and your staff attend all the required training sessions annually and as required.</p>
Waste Management	<p>Be familiar with the hospital's waste management policies and take part in waste minimisation and recycling programmes.</p>	<p>As for all staff and in addition be a role model for all staff and ensure that all new staff are given access to the policies and procedures related to waste management.</p>
Policies and Procedures	<p>Ensure familiarity with and adherence to policies and procedures required for the performance of your duties.</p>	<p>As for all staff and in addition ensure that all staff within your area are made aware of the policies and procedures. Regularly update policies and procedures, within your responsibility, in line with the hospital's standards.</p>
Infection Control	<p>Be aware of the XXX AHS. and XXX and XXX Hospital Infection Control Policies and procedures and follow these guidelines in your day to day duties. Must report adverse reactions to vaccinators.</p>	<p>As for all staff and in addition ensure that all staff are aware of the policies and procedures and ensure that they attend any necessary training and updates.</p>
Training/Orientation	<p>Attend the hospital's orientation programme.</p> <p>Attend all annual compulsory and other training programmes as required.</p>	<p>As for all staff and in addition ensure that all employees are provided access to appropriate training and development to assist them in personal development and the performance of their duties.</p>
Performance Management	<p>Participate in the Area's Performance Management Programme.</p>	<p>As for all staff and in addition attend the annual workshop or Performance Management and ensure that all of your employees participate in the programme.</p>

<b>Area of Responsibility</b>	<b>All Staff</b>	<b>All Managers</b>
Quality Improvement	Contribute to and participate in appropriate quality activities developed to improve the standard of care to patients and the continued improvement in all aspects of the organisation-Attend training sessions as required.	As for all staff and in addition implement appropriate quality activities. Ensure compliance with standards contained within EQUIP. Assist with the preparation for and participate in AQC Self Assessment.
Records Management	To comply with the State Records Act 1998 and XXX Health policies and procedures for the creation, filing, handling, protection and disposal of records.	As for all staff and in addition ensure that all staff are aware of the policies and procedures and ensure that they attend any necessary training and updates.
EEO and Affirmative Action	Abide by EEO principles	As for all staff and promote, implement and evaluate EEC and Affirmative Action policies and strategies
Smoke Free Environment	The XXX supports a smoke free environment therefore you are required to adhere to the Non-Smoking Policy.	The XXX supports a smoke free environment therefore you are required to adhere to the Non-Smoking Policy.
Confidentiality	It is a condition of employment that you will not disclose any confidential information either during your employment or after its termination, which you may receive or derive in the course of your employment with the XXX.	
Protection of Children	Undertake your legal obligations to report concerns about the safety, welfare and well being of a child where there are reasonable grounds to suspect risk of harm from abuse or neglect.	<p>Ensure compliance to:</p> <ul style="list-style-type: none"> <li>• Commission for Children &amp; Young People Act 1998</li> <li>• Child Protection (Prohibited Employment) Act 1998</li> <li>• Ombudsman Amendment (Child protection &amp; Community Service) Act 1998</li> </ul>