

XXX Hospital
JOB DESCRIPTION

JOB TITLE: Research Coordinator
DEPARTMENT: - Department of Intensive Care
RESPONSIBLE TO: Dr fProf XXX
DURATION: **XXX**

SUMMARY OF THE POSITION:

This [full time] position has been established to coordinate clinical research trials undertaken by and within the Intensive Care Department at the XXX Hospital.

The Research Coordinator is expected to become familiar with current guidelines related to the conduct of human medical research (Declaration of Helsinki 2000. NHMRC Statement On the ethical conduct in research involving humans 1999. International Conference on Harmonisation - Guidelines for Good Clinical Practice 1995 and regulatory issues in line with the Therapeutic Goods Administration requirements). The Research Coordinators responsibilities include, but are not limited to the following:

KEY RESPONSIBILITIES:

- Attain of a thorough understanding of nominated clinical trial protocols.
- Assist In the preparation of Hospital Ethics Committee submissions and reports in line with required timelines.
- Assist the Principal Investigator in the set up, conduct and completion of the clinical trial in line with the relevant guidelines, trial protocol, timeliness and targets for recruitment. Liaise with clinical trial monitors, data managers, research contract organisations and pharmaceutical sponsors (for data query resolution, source document checking, study product records etc)
- Educate and liaise with nursing and medical staff in the ICU concerning the research protocol and its practical implementation (especially the eligibility requirements and randomisation procedures).
- Liaise with other health professionals within the hospital in the conduct of trials if inquired (such as pharmacy, laboratories, medical records department, other wards).
- Screen patients in the ICU for eligibility for clinical trials and maintain a screening log when required by the study protocol.
- Obtain written or verbal informed consent from patients and / or their next of kin and maintain accurate and complete records of consent obtained by self and other colleagues in the ICU.
- Ensure accurate and timely completion of paper, optical or electronic case report forms and other study documentation such as patient diaries, laboratory investigations etc.
- Maintain an accurate record of study supply orders, receipts, inspection, distribution, usage and wastage as required.
- Generate and participate in the presentation of study progress reports to the Intensive Care Staff and other health professionals as required.
- Attend relevant educational and Investigator meetings