

## POSITION DESCRIPTION

POSITION TITLE:	Research Co-ordinator
REPORTS TO:	Director of Intensive Care Research
AWARD/AGREEMENT:	Nurses [Vic. Health Services Award 1992]
CLASSIFICATION:	ZA7 — ZA8, Grade 5 R.N (Salary Range- \$59,602-\$61,958)
HOURS PER WEEK:	Full Time
PERIOD of ESTABLISHMENT:	Permanent

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### 1. ORGANISATIONAL CONTEXT

The XXX one XXX largest health care providers is a 750 bed major teaching and research hospital affiliated with the University of XXX.

The XXX employs some 4,500 people, most of whom are employed at one or other of the following locations:

- XXX
- XXX
- XXX

The XXX is renowned for providing high quality, comprehensive public health services that include acute health, rehabilitation, psychiatry and aged care services. These services are provided to a diverse multicultural population, a significant veteran community and local, rural and interstate Aboriginal and Torres Strait Islander people.

The XXX is currently involved in an exciting government sponsored redevelopment project the outcome of which will be a publicly owned and operated upgraded health care facility which will service veteran and north eastern suburbs communities.

### 2. LOCAL WORK ENVIRONMENT

The Intensive Care Unit is a level 3 unit which is capable of providing complex, multi-system support for an indefinite period. It is a tertiary referral centre for intensive care patients and has extensive back-up laboratory and clinical services facilities to support this referral role. There are over 100 nursing and ancillary EFT and two areas of XXX Intensive Care and High Dependency Beds. In total there are 17 ICU and 4 HDU beds.

The unit is very active and successful in its academic productivity. It conducts many research projects of national and international significance and supervises candidates for university research higher degrees.

### **3. POSITION OBJECTIVE**

Manage efficiently and effectively the research activities the Intensive Care Unit to ensure a high quality service that meets the needs of clients and patients adherence to legislative responsibilities and maintenance of a safe working environment.

### **4. POSITION REQUIREMENTS**

- Employ an innovative and flexible approach to research management
- Attain a thorough understanding of nominated clinical trial protocols
- Seek out new clinical trials and liaise with sponsors of the new trial to ensure the success of the site in joining the new study
- Prepare hospital ethics committee submissions and reports in line with required timelines
- Set up, conduct and complete clinical trials in line with relevant guidelines, trial protocol, timelines and targets for recruitment
- Employ staff as required to ensure the efficient running of clinical trials
- Educate staff (nursing, medical and allied health) from all departments involved in the running of studies
- Liaise with clinical trial monitors, data managers, research contract organisations and pharmaceutical sponsors (for data query resolution, source document verification, study product records)
- Liaise with other health professionals within the hospital in the conduct of trials if required (such as pharmacy, laboratories, medical records department, other wards)
- Screen hospital patients 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 VCAT and maintain accurate and complete records of consent obtained by self and other colleagues in the ICU
- Ensure accurate and timely completion of paper or electronic case reports and other study documentation such as patient follow ups and laboratory investigations
- 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 and findings to the Intensive Care Unit staff and other health professionals locally, interstate and internationally as required
- Attend relevant educational and investigator meetings
- Organise research meetings and conferences as required
- Promote staff development and satisfaction
- Promote the vision and goals of the XXX and Intensive Care Unit
- Abide by XXX corporate policies and practices as varied from time to time.
- Participate in XXX performance appraisal program as required.
- Undertake not to reveal to any person or entity any confidential information relating to patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of the Medical Centre without prior authority of the Chief Executive Officer.

## **5. KEY SELECTION CRITERIA**

### **Essential**

- Registered Nurse [General] Nurses Board of XXX
- Post - Graduate Qualification in Nursing or equivalent
- At least five years clinical experience
- At least two years research experience
- Customer focused approach to research
- Demonstrated knowledge of professional standards
- Knowledge of legal and ethical requirements
- Demonstrated leadership ability
- Commitment to quality, best practice and environmental safety
- Ability to manage projects
- Ability to communicate effectively in both written and verbal form
- Advance interpersonal skills
- Analytical skills

### **Desirable**

- Masters of Nursing or equivalent
- Management of clinical research trials
- Commitment to assist with orientation and education of new staff
- Demonstrated ability to work within a multidisciplinary team
- Demonstrated ability to problem solve

### **Conditions of Employment**

40 hrs per week over 4 days - Monday to Friday.

### **Professional Performance Standard**

Nursing Service Standards, Philosophy and Objectives

XXX Standards

Nurses Board of XXX Regulations

Australian Nursing Council Incorporated Competencies and Code of Conduct.

Occupational Health & Safety Act 1985] Australian Council on Healthcare Standards [Equip}

## **6. OTHER RELEVANT INFORMATION**

### **Pre-Existing Injury**

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

**7. DOCUMENT REVIEW DETAILS**

Date Position First Documented (if known):

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date of this Position Description Review:

\_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Manager: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_