

Position Description

Position Title:	Research Co-ordinator
Reports To:	Director of Intensive Care
Classification:	Level 2 Manager
Hours Per Week:	Full time
Period of Establishment:	Permanent

1. ORGANISATIONAL CONTEXT

As per individual hospital

2. LOCAL WORK ENVIRONMENT

The Intensive Care Services 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 250 nursing and ancillary EFT's in four areas, General Intensive Care, Neurosurgical Intensive Care, Cardiothoracic Intensive Care and High Dependency. In total there are 40 ICU and 10 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 of 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
- Prepare Guardianship Tribunal applications, attend trial hearings, record and maintain relevant documents and conduct consent within current guidelines.
- 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 organizations 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 “person responsible” 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 XXX and Intensive Care Services
- 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 Area Health Service. Without prior authority of the Chief Executive Officer.

5. KEY SELECTION CRITERIA

Essential

- Registered Nurse, [General] New South Wales Nurses Registration Board.
- 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
- Advanced 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 with in a multidisciplinary team
- Demonstrated ability to problem solve

Conditions of Employment

40 hours per week – Monday – Friday