

JOB DESCRIPTION

IDENTIFICATION

Title: Research Co-coordinator / Data Manager

Classification: Health Services Manager Level 1

Division: Respiratory and Critical Care

Department: Intensive Care Unit

Award/Agreement: Health Employees General Conditions of Service (State) Award

Cost Centre: XXX

SUMMARY

This position is responsible for co-coordinating clinical research in the Unit. It is also responsible for managing the Unit's databases.

KNOWLEDGE. SKILLS AND EXPERIENCE

Essential Criteria

- Previous experience in clinical trials / research
- Previous experience in managing databases
- Ability to use Microsoft and other PC based software (databases, presentation software, word processing, spreadsheets, etc)
- Ability to successfully communicate with a variety of staff (both in writing and verbally)
- Proven ability to manage competing priorities and to work without immediate direction
- Familiarity with working in an acute Healthcare environment
- Proven ability to maintain confidentiality and respect privacy

Desirable Criteria

- Appropriate clinical qualifications
- Experience with AORTIC (ANZICS National Database)

RESPONSIBLE TO

Director ICU

RESPONSIBLE FOR

N/A

PRINCIPAL DUTIES

1. **Research:**
 - a. Co-coordinating Ethics Committee's applications
 - b. Setting up and monitoring clinical trials
 - c. Data verification
 - d. Archiving study documentation
2. **Data management:**
 - a. Supervising and managing the Unit's databases (including AORTIC)
 - i) Ensuring all patients have a data form
 - ii) Review of all completed data forms
 - iii) Overseeing data entry into AORTIC or other programs
 - iv) Cross checking data for validity
 - v) Sending raw data to National Database Head Office
 - b. Archiving data documentation
3. **Other duties:**
 - a. Other duties deemed appropriate for the position

GENERAL ACCOUNTABILITIES

1. Quality Improvement

- To participate in quality activities to improve service delivery and patient outcomes.

2. Training

- To attend Induction.
- To attend annual training in the following:

Fire Safety
Infection Control
Manual Handling
Management of Aggression *

and any other training courses specified by management which will enhance personal development and productivity requirements.

3. Corruption Prevention

- To report any suspected fraud in the workplace.
- To minimise the incidence of corruption and fraud within the workplace.

4. Policies and Procedures

- To ensure familiarity with, and adherence to, relevant NSW Health Department, XXXAHS and Facility / Services policies and procedures that are relevant to the performance of the duties specified in this Job Description.

- A commitment to reduce waste generation and segregate general, clinical and recyclable waste for safe disposal. Participate in waste reduction strategies, which avoid, reduce, recycle and reuse waste.
- Comply with Privacy legislation and corresponding XXXAHS policies and procedures.

5. Code of Conduct

- To abide by the XXXAHS Code of Conduct,

6. Occupational Health and Safety Responsibilities

- To ensure compliance with the following:
 - Occupational Health and Safety Act (2000) and amendments
 - Workers Compensation Act 1987 and amendments
 - Workplace Injury Management and Workers Compensation Act 1998 and amendments
 - NSW Health Department Guidelines
 - Australian Standards
- To report all hazards, near misses, incidents and accidents to the Supervisor / Manager.
- To participate in the Workplace Rehabilitation Programme.

7. Smoke Free Environment

- To abide by the XXXAHS Smoke Free Environment Policy.

8. EEO and Affirmative Action

- To abide by EEO principles, policies and procedures.

9. Performance Management

- To participate in the XXXAHS Performance Management Programme.

10. Child Protection Guidelines

- To be familiar with and abide by the NSW Health, XXXAHS and local service child protection policies and procedures, including reporting requirements.

Name (please print): _____

Signature: _____

Date: _____