

JOB DESCRIPTION

RESEARCH NURSE, PART-TIME

16 HOURS / WEEK

AWARD CLASSIFICATION	:	Registered Nurse
RESPONSIBLE TO	:	Stream Director/Senior Nurse Manager
AWARD	:	Public Hospital Nurses (State) Award
DEPARTMENT	:	Intensive Care Unit
HOSPITAL	:	

PRIMARY FUNCTION:

To assist as a team member in research projects in the Intensive Care Unit, Westmead Hospital. To coordinate the evaluation of subjects eligible for enrolment and to work with nurses, doctors and sponsoring companies and their delegates regarding matters pertaining to the studies. Specifically to promote, coordinate, assist in study subject enrolment, and complete monitoring documentation and its database entry.

QUALIFICATIONS:

Essential:

Current NSW Nurses Registration, with a minimum of 5 years postgraduate experience. Excellent written and verbal communication skills. Good management skills; computer skills with use of spreadsheets and word processing. Demonstrated ability to make decisions, work in a close team environment, work independently and meet deadlines.

Desirable:

Demonstrated ability to employ attention to detail. Previous experience in clinical research.

TERMS AND CONDITIONS:

In accordance with the Public Hospital Nurses (State) Award.

PERFORMANCE REVIEW:

Three months following appointment and then as required.

STATEMENT FUNCTION:

To coordinate the promotion of research projects; the implementation of study protocols; the review of subjects for their eligibility for research studies; and monitoring of subjects according to the protocol requirements. Responsibilities include data management,

arrangement of scheduled tests/procedures and seeing to their completion, protocol specimen collections, liaising with nursing, medical and departmental staff and possibly other hospitals and facilities. Attend Investigator meetings with the Sponsoring Companies and the appointed Clinical Research Officer (CR0).

DETAILED STATEMENT OF DUTIES:

1. Patient Care:

- 1.1. Review criteria in conjunction with patient tests and past records for eligibility for study recruitment.
- 1.2. Ensure Informed Consent according to the Guidelines for Good Clinical Practice.
- 1.2. Manage requirements for the clinical care as required.
- 1.3. Act as a resource for the subjects and their families/carers, providing education and support as necessary.

2. Patient Recruitment:

- 2.1. Research patient files with suitable background for entry to treatment programs.
- 2.2. Confirm subject suitability and eligibility with regard to protocol inclusion and exclusion criteria.
- 2.3. Obtain subject consent, ensuring all medico-legal requirements are fulfilled.
- 2.4. Monitor subjects' condition, informing and reporting to the appropriate personnel i.e. clinicians, sponsoring pharmaceutical company.
- 2.5. Report adverse events in a timely fashion to the appropriate authority i.e. Principal Investigator, clinicians, sponsoring company, Ethics Committee.

3. Administrative:

- 3.1. Communicate regularly with other members of the multi-disciplinary team, to ensure optimal care for the subjects receiving therapy.
- 3.2. Ensure that data is meticulously completed and submitted at the time points required by the protocol.
- 3.3. Attend clinical trials/patient review meetings.
- 3.4. Assist with Ethics Committee queries, report regularly to the Ethics Committee with regard to annual reports, adverse events.

4. Professional:

- 4.1. Maintain a sound clinical knowledge on current issues with regard to the clinical trials.
- 4.2. Attend clinician investigator meetings for subject review.
- 4.3. Be aware of any new developments that may impact on the therapy programs.
- 4.4. Be aware of global requirements concerning the running of clinical trials/programs for administration of drugs and the protection of the patients involved.
- 4.5. Be aware of the workings of the Ethics Committee.

The employee shall:

- Attend to any duties as directed by the departmental manager
- Adhere to EBO policies and procedures of the Hospital

- Comply with relevant OH&S policies and procedures
 - Comply with the smoke free environment policy
 - Comply with all policies and procedures of the Hospital
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As the occupant of this position, I have noted this position description/statement of duties and agree with the contents herein. I understand that other duties may be directed from time to time and that I may be required to work in any area under the jurisdiction of the Board of Directors of XXX.

I also agree to strictly observe the Hospital's policy on confidentiality in regard to sensitive or confidential information that I may come across during my employment with the Hospital.

Name of Occupant: _____

Signature: _____ Date: _____

Department Head: _____ Date: _____