JOB DESCRIPTION

Position Title	Research Nurse/Officer	**Level**	A
Reports to (role)	Prof Karen Simmer (Honorary Research Fellow)		
Team	Neonatal Research Team		
Location	Telethon Kids Institute (Based at King Edward Memorial Hospital)		

PURPOSE OF POSITION

As the appointee, you will be the Research Nurse/Officer of the Centre for Neonatal Research and Education at King Edward Memorial Hospital. You will, under limited direction and in conjunction with the Principal Investigators contribute to the clinical planning, implementation, coordination, and management of research project activities conducted within the neonatal unit. The Research Nurse/Officer works collaboratively with the Supervisor and Principal Investigators to provide clinical expertise and training to other staff, including post-graduate students, undertaking clinical research procedures within the unit to ensure the delivery of safe quality patient care and clinical project outcomes in the research setting.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Recruitment into Clinical Trials	Prepare plans and implement protocols for clinical trials, including recruitment strategies, screening subjects, prepare, organise and maintain clinical documentation and associated administrative functions as required.	• Study targets are met • Feedback from internal and external stakeholders
Ethics Approvals	Prepare applications to ethics committees and contribute to financial budget preparation and negotiations associated with gaining governance approvals for clinical research projects conducted within the unit.	• Quality of approvals submitted • Timelines met

Participant research activities	Liaise and consent patients to clinical trials. Maintain good record keeping as per GCP.	• All tasks and activities to be completed with high quality following Good Clinical Practice (GCP).
Stakeholder Engagement	Liaise with sponsors representatives, hospital departments and other institutions and outside organisations as required.	• Positive feedback from representatives.
Database Maintenance	Assist in the development and ongoing maintenance of databases (Excel and RedCap) to support clinical research activities within the unit. Good working knowledge of Microsoft Office software, including but not limited to Word, Excel, Powerpoint, Outlook.	• Quality of work completed at a high standard.
Other duties	• Other duties to support the team as required.	• All tasks completed according to timelines and requirements.
Workplace Safety	• Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Telethon Kids Institute policies and procedures.	• Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Qualifications:	• Relevant tertiary qualification in science or allied health or nursing degree with current AHPRA registration as a Registered Nurse or demonstrated equivalent competency is required.
Essential Skills, Knowledge & Experience:	<u>Essential:</u> • Experience in implementing, coordinating & monitoring clinical trials. • Knowledge of regulatory requirements relevant to the conduct clinical research (e.g. ICH-GCP Guidelines). • Experience in the preparation of documents for Ethics submissions and Governance reviews. • Ability in supervise, preceptor and train other research staff. • Well-developed written, communication and people skills to interact effectively with a diverse range of people • Proficiency in a range of computing skills, including word processing, spreadsheets, databases, internet and email. • Excellent organisational skills and demonstrated ability to set priorities and ability to meet deadlines. • Ability to work independently, show initiative and flexibility to work as part of a team. <u>Desirable</u> • Experience in the preparation of manuscripts. • Experience in negotiating clinical trial agreements and financial budget preparation. • Laboratory experience. • Experience with neonates/in NICU (neonatal intensive care unit)

Approved by:	*Alona Saldanha*
Date approved:	*15/3/19*
Reviewed by P&C:	*15/3/19*