JOB DESCRIPTION
TELETHON KIDS INSTITUTE

Why is this Job Description being written?	☒ New Position ☐ Replacement Position ☐ Position re-designed ☐ Position not previously described			
POSITION DETAILS:	**Position Title:**	**RESEARCH NURSE COORDINATOR**		
Division:	Wesfarmers Centre of Vaccines and Infectious Diseases	**Department:**	Group A Streptococcal Diseases (GAS)	
Position reports to: (role)	Research Fellow / Coordinating Principal Investigator.			
Location: *include all possible locations*	Darwin, Northern Territory			

POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why**

The primary purpose of this role is to manage the conduct of a study that examines the pharmacokinetic-pharmacodynamic properties of benzathine penicillin G (BPG) in the prophylactic treatment of Acute Rheumatic Fever (ARF) and/or Rheumatic Heart Disease (RHD). A key clinical component to the role will require specimen collection according to a pragmatic protocol, working in partnership with researchers at the Telethon Kids Institute, Menzies School of Health Research, Danila Dilba Health Service (DDHS). Staff will be trained by our current research nurse who is undertaking a similar study in Perth. You will be required to work alongside an Aboriginal Health Practitioner during the study.

KEY RESPONSIBILITY AREAS *(Please list in order of importance)*

Key Position Accountabilities What are the main areas for which the position is accountable	***% of Total Role***	***Inputs:*** What are the key activities or tasks to be carried out?	***Outputs:*** What are the expected end results?	***Measures:*** How it is measured

Coordination and management of clinical study	30%	• Manage the set-up of clinical study including collating background knowledge, working with collaborators, submitting ethics amendments • Schedule, coordinate and support study sites in conducting study surveillance visits and ensure that all procedures are conducted in compliance with trial protocol and applicable regulatory guidelines • Coordinate the Advisory Groups and Community Engagement activities for the study • Document project processes according to good clinical practice (GCP) guidelines and research protocols as developed with the project team • Maintain a comprehensive and highly organised record system for the project • Provide progress reports relating to project coordination, communication and relationship building activities	• Promotion and achievement of the objectives of the project • Responsive engagement with project stakeholders and their needs • Preparation and maintenance of project records and documentation	• High quality outputs that are responsive, applicable to stakeholder needs and comply with all relevant regulatory requirements • Positive feedback from project stakeholders and collaborators • Meet all project milestones as agreed by the Principal Investigator
Participant recruitment and sample collection	30%	• Review all ethically approved methods of recruitment and use these strategies to help find potential eligible participants for study • Confirm participant suitability and eligibility with regard to protocol inclusion and exclusion criteria • Ensure Informed Consent is obtained according to the GCP • Collection of study related data and specimens including dried blood spot (finger prick) samples, skin/throat swabs according to study protocol adhering to GCP guidelines. • Report Adverse Events in an effective manner to the Coordinating Principal Investigator and/or Ethics Department	• Maximum recruitment numbers achieved for all eligible participants as per the protocol • Optimal care and support given to patients and their families/carers during the study visits and phone calls • Collection and processing of biological samples is performed correctly and in a timely manner • Serious Adverse Events are reported within the appropriate time frame	• Measured by number of patients recruited • Patient/family favourable feedback • Biological samples are delivered to laboratory staff for processing within the required time period for stability

Participant visit management	15%	• Coordinate data and sample collection visits as per study protocol and in liaison with DDHS staff. • Prepare visit packs with sample collection materials, datasheets, informed consent forms and other relevant materials	• Collection and processing of biological samples is performed correctly and in a timely manner	• Feedback from team members
Data management and documentation	10%	• Collection of participant visit data in a timely manner according to GCP and research standards • Entry of participant data into the research database • Follow up outstanding sample collection, clinical results and participant information as required	• Paper participant records are correctly completed and up to date • Participant data is entered into the database in a timely manner • Incomplete data is followed up in a timely manner	• Review of participant records • Review of database for missing/incomplete/flagged data • Paper and electronic records are complete and up to date by required timeframe.
Communication	10%	• Communicate and liaise with research staff at Telethon Kids Institute and Menzies School for Health Research • Communicate and liaise with DDHS staff and other external bodies as required • Communicate and liaise with study participants and their families/carers • Communicate with local ethics committee and other relevant departments regarding the severe adverse events, protocol changes • Disseminates information throughout research group	• Effective communication between all parties to improve maximum outcome for studies	• Measured with regular staff meetings re: any feedback from staff, participants/families and multi-disciplinary teams
Other	5%	• Other duties as requested		• Feedback from line manager

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:	
Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• Registered Nurse - currently registered with the Nursing and Midwifery Board of Australia
Skills, Knowledge & Experience:	• Experience working in Aboriginal and Torres Strait Islander Health • Self-management and high personal motivation • Well-developed problem solving ability • Experience in managing research projects encompassing multiple stakeholders • Proven project and time management abilities in a research context • Excellent organization skills with demonstrable experience creating and maintaining record keeping systems • Excellent verbal and written communication skills, including demonstrated interpersonal skills and a proactive attitude to relationship building with relevant stakeholders • Ability to work independently as well as part of a team • Demonstrated Good Clinical Practice skills or a willingness to undertake formal Good Clinical Practice training within 1 month of commencement of position • Current driver's license • Current Ochre Check • Clear national police record check
DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:	
Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• Postgraduate qualifications in a relevant field or equivalent professional experience
• Skills, Knowledge & Experience:	• Knowledge of ARF and RHD • Paediatric experience • Demonstrated ability to work with Aboriginal and Torres Strait Islander people and culturally diverse people • Interest, experience and enthusiasm relevant to health service delivery, public health, health policy and advocacy
SCOPE:	
Financial accountability: Does this role have accountability for a budget? Yes	
People responsibility: Does this role have any direct reports or indirect reports (through direct reports)? No	

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Next level of supervision			Team Leader			
Immediate level of supervision			Research Fellow	Program Manager		
Other roles reporting to immediate supervisor			Research Nurse			
Direct reports (role x no.)						

ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?

The key purpose of this study is to determine how penicillin works in a Darwin-based (predominantly Aboriginal and Torres Strait Islander) population made up of children and teens who have been diagnosed with ARF and are receiving the monthly penicillin injections through Danila Dilba Health Service. These results will be combined with a similar study currently underway in Peth, Western Australia. Together they will provide valuable information regarding how penicillin is metabolised in children/teens with ARF. This study will include a population made up of children and teens of predominantly Aboriginal and Torres Strait Islander descent. Long-term, Aboriginal and Torres Strait Islander Australians will benefit from this new knowledge through improved medication regimes for ARF and reduced RHD.

The GAS team are a multidisciplinary team of researchers working to reduce the burden of GAS diseases, with a particular focus on RHD. ARF and RHD are most common in developing countries and in vulnerable populations in high income countries. In Australia, Aboriginal and Torres Strait Islanders live with a substantial burden of RHD. Our research is focused on reducing this burden through basic science, implementation science and policy advocacy. Our core team are physically located at the Telethon Kids Institute in Perth with a number of remote staff and large number of national and international research collaborators. This position provides an opportunity to be part of an exciting research agenda and a growing team of dedicated professionals.