

# JOB DESCRIPTION



<b>Position Title</b>	Research Nurse Vaccine Trials Group	<b>Level</b>	A
<b>Reports to (role)</b>	Clinical Research Manager		
<b>Team</b>	Vaccine Trials Group		
<b>Location</b>	Perth Children's Hospital, 15 Hospital Avenue, Nedlands WA 6009		

## PURPOSE OF POSITION

*Provide a brief description of the general nature of the position; an overview of why the job exists; and what the job is to accomplish.*

Responsible for planning, development, implementation and evaluation of research projects ensuring that project objectives are being met as per the protocol in the VTG department, this is done in accordance with the Therapeutic Goods Administration (TGA) Note for Guidance on Good Clinical Practice (CPMP/ICH/135/95) and the National Health and Medical Research Council (NHMRC) National Statement on Ethical Conduct in Research Involving Humans.

Support the Vaccine Trials Group team in identifying, enrolling and following up potential participants for studies ensuring that high quality data is collected and accurately entered into the database within VTG and Perth Children's Hospital (PCH) for childhood conditions of public health importance.

## KEY RESPONSIBILITIES

*A maximum of 5 primary responsibilities for the position*

*List in order of importance*

*Workplace Safety is mandatory for all Job Descriptions*

<b>Key Responsibilities</b>	<b>Tasks required to achieve Key Responsibilities</b>	<b>Measures</b>
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Patient recruitment	<ul style="list-style-type: none"> <li>• Review all ethically approved methods of recruitment and use these strategies to help find potential eligible subjects for particular studies.</li> <li>• Confirm patient suitability and eligibility with regard to protocol inclusion and exclusion criteria</li> <li>• Ensure Informed Consent is obtained according to the Guidelines for Good Clinical Practice (GCP)</li> <li>• Collection of study related data and any specimens required for studies according to each study protocol with adherence to GCP guidelines</li> <li>• Report any Severe Adverse Events in an effective manner to the Ethics Department and sponsors as required.</li> <li>• Act as a resource for the participants and their families/carers, providing education and support as necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Measured by number of patients recruited</li> <li>• Patient/family favourable feedback</li> </ul>
Quality Assurance	<ul style="list-style-type: none"> <li>• Collection of data in accordance with Good Clinical Practice and research standards</li> <li>• Ensure study related documentation is accurate and updated regularly</li> <li>• Assist in contributing to the production of annual and other reports</li> <li>• Ensure that ethics committees are informed of study changes/progress and assist ethics committees with any queries</li> <li>• Contributing to the development and implementation of the VTG Strategic Plan</li> <li>• Ensure research projects are conducted in accordance with the protocol, the National Statement of Ethical Conduct Research involving Human, ICH Good Clinical Practice and local regulations and standards</li> </ul>	<ul style="list-style-type: none"> <li>• Measured by favourable feedback from Investigators, Ethics Committee</li> </ul>
Information Technology	<ul style="list-style-type: none"> <li>• Database management (familiarity with computer systems including excel and electronic data capture)</li> <li>• Word processing</li> <li>• Accessing email and websites</li> </ul>	<ul style="list-style-type: none"> <li>• Measured by favourable feedback of data queries reported</li> </ul>

Communication	<ul style="list-style-type: none"> <li>• Communicate and liaise with Clinical Research Manager and multi-disciplinary team</li> <li>• Communicate and liaises with external bodies</li> <li>• Communicate and liaise with study participants and their relatives/carers</li> <li>• Communicate with local ethics committee and other relevant departments regarding the severe adverse events, protocol changes</li> <li>• Disseminates information throughout research group</li> </ul>	<ul style="list-style-type: none"> <li>• Measured with regular staff meetings re: any feedback from staff, participants/families and multi-disciplinary teams</li> </ul>
Program Planning and Development	<ul style="list-style-type: none"> <li>• Responsible in the planning, development, implementation, enrolment, data collection and entry of studies within VTG</li> <li>• Contributes to future planning/needs assessment of VTG</li> <li>• Contribute to the development and implementation of the VTG Strategic Plan</li> <li>• Demonstrate a commitment to a personal continuing professional development and participate in performance review/appraisal</li> </ul>	<ul style="list-style-type: none"> <li>• Measured by regular meetings with supervisors</li> <li>• Regular reporting of key performance indicators</li> <li>• Measured by evidence of professional development</li> </ul>
Professional	<ul style="list-style-type: none"> <li>• Conduct clinical research in accordance with TGA ICH GCP and the NHMRC National Statement on Ethical Conduct in Research Involving Humans</li> <li>• Practice at all times within current appropriate regulations (eg: Australian Health Practitioner Regulation Agency)</li> <li>• Maintain a sound clinical knowledge on current issues with regard to all research studies undertaken by the VTG</li> <li>• Make clinical and professional autonomous decisions on a daily basis</li> <li>• Act as a patient advocate at all times</li> <li>• Maintain a flexible approach to working hours in order to meet the requirements of the study protocols and participant recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Measured by regular meetings with supervisors</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Provision of health information to community and other health professionals</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of favourable feedback from families</li> </ul>

<b>Workplace Safety</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Identify and assess workplace hazards and apply hazard controls.</li> <li>• Report every workplace injury, illness or near miss, no matter how insignificant they seem.</li> <li>• Abide by Telethon Kids Institute policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsibilities are embedded in work practices.</li> <li>• Hazards are effectively managed or reported.</li> <li>• Accidents and incidents are reported in a timely manner.</li> <li>• All applicable safety policies and procedures are sought, understood and implemented.</li> </ul>
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## ESSENTIAL CRITERIA

<b>Qualifications:</b> <i>(what are the minimum educational, technical or professional qualifications required to perform the role)</i>	Registered Nurse - currently registered with Australian Health Practitioner Regulation Agency
<b>Essential Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Demonstrate excellent team working skills as well as ability to work using own initiative</li> <li>• Time management skills/ability to prioritize workload</li> <li>• Computer literacy – Familiarity with computer systems including excel and electronic data capture</li> <li>• Ability to work within a multi-disciplinary team</li> <li>• Current C class driver’s license</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Registered Nurse - currently registered with Australian Health Practitioner Regulation Agency</li> <li>• Paediatric experience</li> <li>• Immunisation experience (Department of Health Immunisation Certificate)</li> <li>• Health promotion/education experience</li> <li>• Phlebotomy experience</li> <li>• Desire to obtain further qualifications</li> </ul>

<b>DIRECT REPORTS</b> <i>List by job title any positions to be supervised by this role</i>	None
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<b>Approved by:</b>	<i>Jennifer Kent</i>
<b>Date approved:</b>	<i>19/1/19</i>
<b>Reviewed by P&amp;C:</b>	<i>19/1/19</i>