



Research Assistant POSITION DESCRIPTION

Research Group:	Respiratory Medicine
Status:	Part-time for up to nine (9) months, subject to funding and project need.
Hours:	Aa minimum of four (4) hours per week
Days:	As negotiated
Salary:	\$46,599.04 - \$51,258.52 per annum pro rata
Reports to:	In the first instance, to the Senior Staff Specialist (Dr Hima Vedam) and Research Leader (Prof Guy Marks) and then to the Institute's Chief Operating Officer
Background	
<p>The Ingham Institute for Applied Medical Research (the Institute) is a not-for-profit organisation located in Sydney's South West that conducts world-class medical research that specifically addresses, and can be applied to, the needs of the local population and wider Australia.</p> <p>The Institute is integral to a unique collaboration with the South Western Sydney Local Health District, Western Sydney University and the UNSW Sydney.</p> <p>The Respiratory, Sleep and Environmental health (RSEH) academic unit is conducting clinical research in diverse fields including asthma, COPD, bronchiectasis, sleep disorders, tuberculosis and interventional pulmonology. In addition, several of our researchers are engaged in public health and epidemiological research on sleep disorders, tuberculosis, asthma and COPD.</p>	
Purpose of Position	
<p>The research assistant will be responsible for providing logistic support in research projects conducted the RSEH group, mainly in the daily operations of the "Epidemiology of Respiratory Failure" project (Principal Investigator: Dr Hima Vedam) by participating in field work (home visits) and assisting with data collection. At times assistance with data collection, with other projects, mainly by review of medical records may be required.</p>	

Criteria

ESSENTIAL:

- Completion of a university degree in health-related discipline; or
Completion of at least 2 years of a degree in a health-related discipline amounting to at least 60 hours of experience in a clinical setting
- Evidence of good written and verbal communication skills
- Evidence of ability to work effectively in teams

DESIRABLE:

1. Previous experience in field work relating to epidemiological studies
2. Previous clinical experience relating to respiratory or sleep medicine
3. Fluency in a language other than English (preferably Arabic/Vietnamese)
4. Current driver's license.

Key Accountabilities	Key Performance Indicators
Participate in home visits under the supervision of a second researcher.	Attends all scheduled visits
Assist in field work by performing clinical assessments including but not limited to: administered questionnaire, spirometry, maximal respiratory sniff pressure measurement, venepuncture, setup of sleep apnoea screening device.	<ul style="list-style-type: none"> - Participates in scheduled visits - Adheres to study procedure manuals.
Assist in recruitment of participants, including assisting staff with obtaining informed consent.	Provides team support when required
Assist with field work logistics such as scheduling appointments, preparing paperwork and equipment.	Provides team support when required
Assist data entry and quality control of study records.	Ensures all paperwork is correct and up to date
Assist with reviews of medical records, both electronic and hard copy to assist with data collection.	Ensures data is accurately gained and recorded
Identify issues which can affect ability to perform role and take appropriate action.	Communicates issues to Principal Investigator and/or Research Team Leader as required
Demonstrate flexibility in working hours.	Is available to work flexibly when required
Comply with relevant State and Federal Privacy Legislation for the access, use, handling and storage of health data.	<ul style="list-style-type: none"> - Adheres to legislative requirements - Complies with legislative requirements regarding access and reporting.
Adhere to relevant home visit and safety protocols.	Ensures familiarity and adherence with safety procedures
Understand and uphold WHS requirements and responsibilities.	- Complies with the Institute's WH&S Statement and WH&S Policy and

	<p>Procedures</p> <ul style="list-style-type: none"> - Is always mindful of workplace safety as it pertains to self - 100% of accidents are reported within 24 hours - Makes proper use of relevant safety equipment - Attends training programs as directed.
Work as an Institute team member.	<ul style="list-style-type: none"> - Is an effective team member - Attends Institute staff meetings and, where applicable, shares information available at these meetings with unit staff - Complies with Ingham Institute Code of Conduct - Contributes to the research culture at Ingham Institute - Participates in Ingham Institute supporting activities.
Other duties as required by supervisor/s.	<ul style="list-style-type: none"> - Undertakes duties as requested.