Clinical Trials Coordinator
POSITION DESCRIPTION

Research Group:	Haematology Clinical Trials
Status:	Full-time for one (1) year. Role is renewable based on performance and funding. Part time (i.e. four days) will be considered for the right candidate
Hours:	38 hours per week (or 30.4 hours per week for part-time worker)
Salary:	$55,000 - $80,000 per annum (pro rata for part-time worker), commensurate with experience. Salary packaging is available
Reports to:	In the first instance, the Haematology Clinical Trials Manager, then the Director of the Haematology at Liverpool Hospital and for non-operational purposes the Institute's Human Resources Manager

Background

The **Ingham Institute for Applied Medical Research** (the Institute) is a not-for-profit organisation located in Sydney's South West that undertakes medical research that is rooted in and driven by the needs of the local community and wider Australia.

The Institute is the pre-eminent research institute for South Western Sydney. It is home to 360 staff, over 40 research groups, and five (5) research streams that are committed to its vision of Inspiring Health and Transforming Care.

The Institute is integral to a unique collaboration with the South Western Sydney Local Health District, Western Sydney University and the UNSW Sydney. Through these collaborations the Ingham Institute is working to radically transform health outcomes both locally and globally.

The Liverpool Hospital Haematology Clinical Trials Unit operates in a family-friendly, supportive team environment. All team members of the team are provided ongoing support and training. Our team consist of 12 Haematologists, eight (8) Advanced Trainees, Clinical Trials Manger, clinical trials coordinators, and a Clinical Trials Pharmacist.

A Clinical Trials Coordinator is sought to work with the Haematology Clinical Trials Unit based at Ingham Institute.

Purpose of Position

The Clinical Trials Coordinator will:

- Provide support for clinical trials within Liverpool Hospital and the South Western Sydney Local Health District.
- Assist with the effective and timely management of clinical trials activities and help build the profile of clinical research.
- Be responsible for the provision of quality care to patients, which includes attention to their physical, social, emotional and spiritual needs as well as communicating with their significant others.
- Assist research activities in the department of Haematology including evaluation and recruitment of eligible participants to clinical trials, research studies and implementing and monitoring study protocols and documentation associated with the studies/trials.

Criteria

Essential Criteria:

- Degree in Nursing (Preferred) or relevant field (Enrolled Nurse). New grad who have completed their first year rotation as Registered Nurse are welcome to apply. Full Training will be provided upon commencement
- Eligible to work in Australia
- Experience with venepuncture and cannulation with blood collection (Training can be provided)
- Ability to multitask, and to work independently as well as part of a team
- Ability to interact professionally with a variety of stakeholders
- Well-developed computer skills in database management, MS Word, Excel and web based research
- Knowledge of medical terminology, experience working in a clinical / hospital environment and experience managing patients
- Experience working in clinical trials/clinical research will be highly regarded

Desirable Criteria:

- Ability to work between 7:00 am to 7:00 pm.
- Basic Knowledge of clinical research practices, ethical obligations, ICH and Good Clinical Practice.
- Demonstrated ability to maintain high work standards with minimum supervision and an ability to ensure other team members work in accordance to Standard Operating Procedures relevant to clinical trial conduct.
- Ability to work in a team and support a team environment.

Key Accountabilities	Key Performance Indicators
Facilitates all aspects of the conduct of clinical research.	▪ Ensures compliance at all times with all regulatory, state, national, and internationally accepted guidelines for Good Clinical Practice in research (ICH-GCP). ▪ Implements trials in accordance with the trial protocol. ▪ Coordinates and liaises effectively with the members of each clinical trial/study team to ensure the successful implementation of each study/trial. ▪ Assists in the preparation of various applications (e.g. REGIS, LNR assessments), responses to, and reports for the relevant Human Research Ethics Committee (HREC). ▪ Ensures milestones and project work are met within agreed times and budgetary framework. ▪ Assists in recruiting subjects for studies in a manner which reflects the sensitivities of each project. ▪ Communicates effectively with all staff, referring doctors, colleagues, patients, sponsors and where necessary the public. ▪ Undertakes measures and assessments as dictated by the protocols for each clinical trial/study. ▪ Maintains accurate documentation of all study-related activities to a standard that will satisfy external audit reflective of ICH-GCP/NHMRC standards. ▪ Ensures that documentation contributed by other members of each study group also meets ICH-GCP standards. ▪ Works collaboratively with all people involved in the development and successful completion of trials/studies. ▪ Collect blood samples by venipuncture or by insertion of a peripheral venous cannula, as required (if required after appropriate training and assessment).
Project planning and administration.	▪ Complies with regulations, institutional policies, and sponsor requirements governing source data and documentation

	▪ Displays an ability to analyse situations and make appropriate decisions in a timely manner that meets the needs of patients, staff, organisation, PI, CRA and external trial sponsors. Gathers sufficient information to make informed decisions. ▪ Ensures that the relevant data from the source document are abstracted and recorded in the clinical trial case report forms and that every data point can be verified within the source document. ▪ Actively assists the Team Leader/Manager to implement projects, processes and systems. ▪ Manages own time efficiently and effectively in line with key priorities for the unit. ▪ Efficiently navigate all areas of Protocol, and resolve issues in a timely manner. ▪ Provide timely advice on queries that arise. ▪ Timely site monitoring program is maintained and all actions are accurately recorded.
Understand and ensure WHS requirements and responsibilities.	▪ Complies with the Institute's WH&S Statement and WH&S Policy and Procedures ▪ Is always mindful of workplace safety as it pertains to self. ▪ All accidents are reported within 24 hours ▪ Proper use is made of all relevant safety equipment ▪ Attends training programs as directed.
Work as an Ingham Institute team member.	▪ 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.