Clinical Trials Coordinator
POSITION DESCRIPTION

Research Group:	South Western Institute of Neuroscience (SWINS)
Status:	Full-time for 12 months, renewable based on funding and performance
Hours:	38 hours per week
Salary:	$70,000 per annum plus 9.5% super. Salary packaging is available
Reports to:	In the first instance the Head of SWINS Assoc. Professor Dennis Cordato and for non-clinical matters 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 conducts world-class 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 South Western Institute of Neuroscience (SWINS) is based at the Institute. SWINS was established to build clinical trial capacity, research training opportunities and to improve community outcomes through implementation of evidence and innovation in health care.

The Clinical Trials Coordinator will work with the SWINS' Research Unit to support current and proposed cerebrovascular clinical trials.

Purpose of Position

The Clinical Trial Coordinator will assist with research activities of SWINS, including the evaluation and recruitment of eligible participants to clinical trials; research studies; and implementing and monitoring study protocols and documentation associated with the studies/trials. Responsibilities will include:

- Providing support for clinical trials within Liverpool Hospital and South Western Sydney Local Health District.
- Assisting with the effective and timely management of clinical trials activities and helping to build the profile of clinical research.
- Being responsible for the provision of quality care to patients, which includes attention to their physical, social, emotional and spiritual needs as well as managing concerns for their significant others.

Eligibility Criteria
Essential: ▪ Degree in health science or nursing. ▪ Highly developed project planning, coordination, organisation and time management skills. ▪ Proven ability to identify problems, make recommendations and implement appropriate solutions in the research environment. ▪ Strong communication and organisation skills. ▪ High level interpersonal skills and proven ability to work strategically with key stakeholders in a research environment. ▪ Well-developed written and verbal communication skills, consultation and interpersonal skills. ▪ High level computing skills, including databases, clinical trial electronic data entry, word processing and spreadsheets.
Desirable: ▪ Previous experience in sponsored clinical trials, or willingness to learn. ▪ Detailed knowledge of clinical research practices, ethical obligations, ICH and Good Clinical Practice. ▪ Ability and willingness to travel in order to attend conferences and Investigator meetings. ▪ 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. ▪ Current driver's licence. ▪ Flexibility in work hours (as required).

Key Accountabilities	Key Performance Indicators
Facilitate 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. NEAF, SSA, 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. ▪ Reports all accidents 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.