1. **THE ORGANISATION AND OUR MISSION**

St Vincent’s Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 5,000 staff across 18 sites throughout Melbourne.

Part of Australia’s largest not-for-profit Catholic health and aged care network, St Vincent’s Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM’s mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent’s Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

2. **KEY POSITION DETAILS**

**Job Title:** Clinical Research Assistant  
**Program:** Acute Services  
**Reports to:** Head of Unit Upper GI and Hepatobiliary surgery  
**Department:** Upper GI and Hepatobiliary surgery  
**Industrial Agreement:** Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2012-2016 or its successor  
**Classification:** Classification: RX1 Scientist Gr 1 Year 1

3. **LOCAL WORK ENVIRONMENT**

The Department of Upper GI and Hepatobiliary surgery provides a comprehensive range of consultative, diagnostic and therapeutic procedures in Upper GI and Hepatobiliary surgery with interests in both benign and malignant upper GI conditions, including but not limited to oesophageal, gastric, hepatic, biliary and pancreatic malignancy, hiatus hernias, ERCP, and bariatric surgery.

4. **POSITION PURPOSE**

Working in collaboration with a dynamic multidisciplinary team you will be responsible for the development and maintenance of a multicentre Upper GI and Hepatobiliary surgery database. There will be a need for ongoing modifications and maintenance of the data collection platform (with the aid of specific database developers). The Clinical Research Assistant will be responsible for data entry, follow up data with the assistance of medical staff. Other duties will include patient liaison, education and coordination. You will assist with the management of the ongoing Clinical Trials and other departmental research.

5. **POSITION DUTIES**

**Management of Clinical Database**
- Aiding the final development of clinical database
- Entering data in conjunction with medical staff
- Monitoring of data entered by medical staff
- Audit accuracy and completeness of data entry
- Liaise with patients to obtain follow up data
- Entering follow up data
- Liaising with surgeons rooms for patient data/ Attending surgeons rooms on occasion to obtain data
- Liaising with other hospitals to complete data entry
• Educate patients on the importance of data collection and audit
• Facilitate patient visits
• Assisting with audit using the clinical database
• Assisting with extraction of data for clinical trials
• Liaising with statisticians for reports from the clinical database
• Participating in research projects
• Assisting with ethics applications
• Potential involvement in project write up

**Performance Indicators:**
• Ensure up to date data entry
• Maintain filing of essential documents relating to patient files and clinical research files
• Co-ordinate patient visit schedules
• Competent computer skills
• Database data entry
• Attend all relevant meetings associated with clinical trials

**Clinical Tasks**
• When appropriate - Identify and consult with patients regarding participation and involvement of clinical trials
• Perform telephone and face to face follow up with patients to obtain follow up data

**Performance Indicators:**
• Ensure research data is collected and recorded in the appropriate database
• Ensure interactions with patients are recorded appropriately and maintained up to date
• Ensure Confidentiality
• Ensure appropriate storage and security of patient records

**Research Roles**
• Aid in the submission of ethics approvals
• Aid in the development of clinical protocols
• Aid in the write up of research projects

6. **INCUMBENT OBLIGATIONS**

**General**
• Perform duties of the position to best of their ability and to a standard acceptable to SVHM
• Comply with all SVHM policies, procedures, by laws and directions
• Treat others with respect and always behave professionally and in accordance with the SVHM Code of Conduct
• Only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed
• Participate in the annual SVHM performance review process
• Display adaptability and flexibility to meet the changing operational needs of the business
• Comply with applicable Enterprise Bargaining Agreement provisions
• Display a willingness to develop self and seek to improve performance

**Clinical Quality and Safety**
• Attend clinical orientation upon commencement
• Maintain clinical registration and any required indemnity cover
  Always work within approved scope of practice under supervision by more senior clinical staff as appropriate.
• Take personal responsibility for the quality and safety of work undertaken
• Take all necessary care and precautions when undertaking clinical procedures
• Complete annual clinical competencies
Position Description
Clinical Research Assistant

- Maintain skills and knowledge necessary to safely and skilfully undertake clinical work
- Consult with peers and other experts and refer to other healthcare workers when appropriate and in a timely manner
- Collaborate and clearly communicate with patients/clients and the healthcare team
- Participate in clinical risk management and continuous quality improvement activities as part of day-to-day work

Person Centred Care
- Ensure consumers receive information in an appropriate and accessible format
- Actively support consumers to make informed decisions about their treatment and ongoing care
- Ensure consumers are aware of their rights responsibilities and how to provide feedback

Health and Safety
- Protect the health and safety of self and others, complying with all health and safety related policies, procedures and directions
- Complete required Fire and Emergency Training annually
- Complete required Workplace Culture and Equity Training annually
- Attend general hospital orientation within 3 months of commencement

7. INCUMBENT CAPABILITY REQUIREMENTS (Level 2)

The incumbent of this position will be expected to possess the following core capabilities:

<table>
<thead>
<tr>
<th>Capability</th>
<th>Demonstrated behaviour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Effectiveness</td>
<td>Takes responsibility for accurate, timely work results</td>
</tr>
<tr>
<td>Learning Agility</td>
<td>Identifies personal development needs and seeks information from a range of sources</td>
</tr>
<tr>
<td>Outcomes Patient/Resident/client centred</td>
<td>Strives to meet and exceed expectations, demonstrating sound judgement</td>
</tr>
<tr>
<td>Innovation and Improvement</td>
<td>Contributes to improvement by reviewing strengths and weaknesses of current processes</td>
</tr>
<tr>
<td>Strategy Driving Results</td>
<td>Manages own work load to deliver results</td>
</tr>
<tr>
<td>Organisational Acumen</td>
<td>Understands the interdependencies between units/departments</td>
</tr>
<tr>
<td>People Working with and Managing others</td>
<td>Takes responsibility for ensuring productive, efficient teamwork</td>
</tr>
<tr>
<td>Collaboration</td>
<td>Works collaboratively within and outside the team</td>
</tr>
</tbody>
</table>

8. SELECTION CRITERIA

8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS
- Undergraduate degree in General Nursing, Science or Allied Health (or similar)
- Current registration with Australian Health Practitioner Regulation Agency, Nursing and Midwifery Board of Australia or equivalent

8.2 OTHER ESSENTIAL REQUIREMENTS
- Advanced clinical skills
- Well-developed interpersonal and communication skills. Particularly the ability to respond professionally and appropriately as a representative of St. Vincent's.
- The ability to work effectively within a multi-disciplinary team.
- The ability to work independently and prioritise tasks and manage timelines.
- Demonstrated ability to independently manage nurse-led research projects.

8.3 OTHER NON ESSENTIAL REQUIREMENTS
- Experience working as a Clinical Trial Coordinator (Desirable)
9. PRE-EXISTING INJURY

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

10. AGREEMENT

I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.

Name: __________________________________________

Signature: _______________________________________

Date: __________________________________________