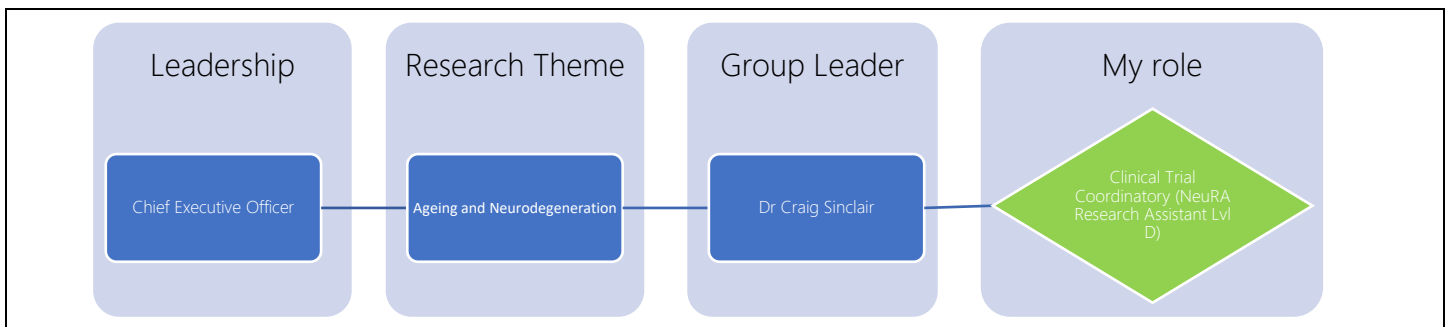


Role Description			
<b>Position Title:</b>	Clinical Trial Coordinator	<b>Group:</b>	Sinclair
<b>Reports to:</b>	Craig Sinclair	<b>Positions reporting to this role:</b>	N/A
<b>Research Theme:</b>	Ageing and Neurodegeneration	<b>Project title:</b>	The Enhanced Advance care planning and life Review Longitudinal Intervention (EARLI) Project (NHMRC 2006283)
Position Overview			
<p>The Clinical Trial Coordinator will work under the supervision of Dr Craig Sinclair, in the delivery of the WA (Great Southern region) component of a National Health and Medical Research Council (NHMRC) funded multi-centre clinical trial. This role will involve working with research participants and relevant health and aged care professionals, to deliver a multi-component life review and advance care planning intervention among older adults receiving aged care services at home, in the greater Albany area.</p> <p>The Clinical Trial Coordinator will be appointed initially at NeuRA Research Assistant Level D. NeuRA Research Assistants are appointees who have technical and scientific qualifications and perform tasks that would usually require technical or scientific training. Research Assistants do not generally have a PhD.</p>			
Neuroscience Research Australia (NeuRA)			
<p>Neuroscience Research Australia (NeuRA) is a leading independent medical research institute whose vision is to prevent and cure disease and disability of the brain and nervous system through leadership, excellence and innovation in neuroscience research. NeuRA has world-class research facilities and is based at Randwick in Sydney.</p>			
NeuRA's Objectives			
<p>"Our vision is to prevent and cure disease and disability of the brain and nervous system through leadership, excellence and innovation in neuroscience research."</p> <p>NeuRA is committed to improving research quality. Our goals are to:</p> <ul style="list-style-type: none"> <li>• Raise awareness</li> <li>• Educate, Train &amp; Foster</li> <li>• Promote Openness</li> <li>• Adopt Improvement</li> </ul>			
NeuRA's Values			
<p>Our values are the essence of our organisation – they are the principles that we live by and are at the core of everything we do. NeuRA's values are:</p> <p><b>Impact. Collaboration. Respect. Excellence. Integrity. Innovation.</b></p>			
Organisational Structure			



## Key Responsibilities

### *Contributions to research*

- contribute to research, e.g. through undertaking approved research procedures in collaboration with partner organisations and study participants
- contribute to quality research output, e.g. as a co-author of peer-reviewed scientific papers
- participate in professional research activities, e.g. attendance and participation in seminars and training sessions relevant to this project

### *Other contributions to the research team and to NeuRA*

- contribute to the functioning of a cooperative, efficient and harmonious research team
- provide support to other members of the research team
- contribute to NeuRA outside of the research team
- exemplify NeuRA's values in all your interactions with fellow researchers, operations and foundation staff as well as NeuRA contractors and collaborators
- other duties commensurate with the role, as reasonably required

## Role Specific Responsibilities

- liaising with the research team, partner organisations and study site representatives, to facilitate participant screening and recruitment, intervention delivery, data collection and safety and monitoring reporting
- undertaking home visits with eligible participants, to deliver the combined life-story work and advance care planning intervention
- ensuring trial protocol, safety compliance, data quality, data management and storage and overall study conduct are in line with ethical standards and Good Clinical Practice guidelines

## Core Requirements and Experience

- Relevant clinical qualification and experience with older adults, in Nursing, Social Work or other Allied Health discipline.
- Postgraduate qualifications are desirable, though not essential
- Current health practitioner registration (if relevant to discipline)
- Excellent written and oral communication skills
- Excellent organisational skills and detail oriented
- Team player
- Able to work independently and as part of a team (remote online communication with other clinical trial coordinators and the project coordinator)
- Good Clinical Practice certification (or willing to obtain)
- Demonstrated experience and competency in interacting with older adults, including those with cognitive impairment, in home care settings

## Desirable Characteristics

- Existing experience with clinical trials (e.g. human research ethics procedures and safety monitoring) is desirable
- Existing experience in administering research tools (e.g. Montreal Cognitive Assessment) is desirable
- Multi-lingual competency (especially Italian and/or Mandarin speaking) is desirable but not essential

#### **Performance Reviews**

All full and part time paid staff will undergo a Performance Review with their supervisor annually to ensure they are being supported to exceed in their role. This Position Description will be used to inform the Performance Review.

#### **Workplace Health and Safety Responsibilities**

Familiarisation and Compliance with NeuRA general Policies and all NeuRA Work Health and Safety Policies

##### **Responsibilities of all workers:**

- Be familiar with and ensure compliance with the WHS Act 2011 and Regulation 2017
- Co-operate with WHS policies and procedures to ensure your own health and safety and that of others within the workplace
- Attend and complete all training sessions as required
- Do not interfere or misuse equipment provided for the health, safety and welfare of persons at work

##### **Additional responsibilities for managers and supervisors:**

- Managers and supervisors, have a duty of care for the health, safety and welfare of all persons in the workplace
- Managers and supervisors must adopt a risk management approach to managing health and safety. This includes undertaking necessary risk assessments
- Attend all required training sessions

#### **Diversity**

NeuRA is an Equal Employment Opportunity Employer. We are committed to promoting equality of opportunity and eliminating discrimination in all our employment policies and practices.

NeuRA acknowledges the traditional custodians of the lands on which we work, and extends respect to all Elders past, present, and emerging.

#### **Right to Work**

You must have the right to live and work in Australia for the duration of your appointment at NeuRA.

#### **Privacy Notification**

The collection and handling of declarations and personal information relevant to your employment or appointment will be consistent with the requirements of the Privacy Act 1988.

#### **Changes**

Changes to this role description may be made from time to time to suit the requirements of the organisation.

#### **Acceptance**

*I have read and understood the requirements of the role and expectations outlined in this Role Description*

Name:

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Signed:	
Date:	