

Eastern Health

POSITION DESCRIPTION

Position Title:	Ethics Governance and Project Officer
Award Classification:	HS3
Award / Agreement Name:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025
Position Reports to:	Director of Research and University Relations

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

The incumbent will fulfil a vital role as a valued member of the team. The Office of Research and Ethics, part of the Eastern Health Institute, promotes and is responsible for managing and facilitating research ethics and research management for Eastern Health. In addition, the office is responsible for research monitoring, a clinical audit approval process, ensuring all research meets relevant legislative and regulatory requirements, policy development, and the provision of researcher support and advice. The Office of Research and Ethics team have implemented the National Clinical Trials Governance Framework (NCTGF). The framework developed by the Australian Commission on Safety and Quality in Health Care describes the actions required to integrate clinical trial services into health services delivery. It is mandatory for health services that provide clinical trial services to be assessed against the Governance Framework as part of the hospital accreditation process.

This position will involve facilitating the ethics approval process for researchers wishing to conduct human research by providing advice and guidance on documents to be submitted for approval, checking submitted documentation, data entry, and liaising with researchers, ethics reviewers and committee members. The role will also provide administrative support to the Eastern Health Human Research Ethics Committee (HREC) and Subcommittee/s (manage meeting papers) and provide general administrative support to the department.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Duties and responsibilities may fluctuate to match changing needs; and will be as directed by the Director of Research to ensure smooth running of the Office.

2.1 Ethics Review:

- Provide administrative advice to researchers submitting ethics application documents by ensuring protocols are technically complete and are signed off as appropriate
- Provide effective administrative support to ensure that committee papers are prepared and despatched according to timetable
- Provide effective administrative support to ensure that committee papers in relation to 'Prior Approvals' or 'Lower risks projects' are prepared and despatched according to timetable
- Provide effective post committee meeting administration of research submission documents including the preparation of comprehensive minutes which are in accordance with the National Statement and relevant regulatory guidelines, the notification of outcomes to researchers, preparation of standard documentation such as compliance certificates, and maintain comprehensive records of correspondence and follow up action
- Document and update procedures on research ethics administration as required
- Responsible for ensuring databases relating to ethics activities are accurate and up to date, ensuring that outcomes are recorded as appropriate
- Produce standard and ad hoc reports from the databases to assist in reporting for internal and external compliance and information purposes

2.2 Governance review:

- Keep accurate and up to date documentation on protocols and record files noting relevant Public Record Office Schedules and Eastern Health policies.
- Support a system of research governance that is consistent with National Mutual Acceptance processes
- Review Site Specific Assessment forms as per Standard Operating Procedures
- Provide administrative advice to coordinators submitting documents ensuring they are complete and signed off as appropriate
- Participate in keeping research governance Standard Operating Procedures and policies up to date
- Advise research coordinators of further technical requirements before approval from Executive Director Eastern Health Institute can be sought

- Maintain databases and enter data as required for Ethics Review Manager (ERM), internal spreadsheets and any new software
- Track financial payments for all submissions
- Perform risk management review through working with Victorian Managed Insurance Authority when required
- Review governance documents and prepare for signing by Eastern Health signatories
- Ensure appropriate documents for insurance and indemnification of research are received
- Add approved projects to the EH Radiation Licence as required
- Ensure any legal agreements (CTRAs) are within the scope of review, otherwise liaise with Eastern Health Legal Counsel
- Ensure waivers of consent are recorded
- Maintain accurate and up to date documentation on protocols and record files noting relevant Public Record Office Schedules
- Process and register Quality Assurance and Audit submissions within timeframes as per SOPs

2.3 Education and Continual Improvement

- Contribute to the coordination of EH events and the preparation of promotional and other material.
- Actively contribute items to regular bulletins, create ad hoc guides and other resource material around the area of specialisation for researchers and administrators.
- Prepare and review resources, including web pages, guides and Office procedure documents to ensure their accuracy and currency
- Contribute to initiatives that seek to identify and implement improvements in operations and client service
- Contribute to Office of Research and Ethics staff meetings and the training of new staff as required
- Undertake relevant training (e.g. Good Clinical Practice) and attend appropriate forums and workshops
- Assist in the induction and training of new employees, HREC Members, and student placement interns.

Additional duties & Responsibilities

The functions and the operations of the Office of Research and Ethics are evolving and dynamic, in response to internal and external demands.

- Maintain regular communication with the Research Governance Manager and the Director of Research and University Relations.
- Provide updates on current operations which may include reports.
- Maintain a sound knowledge of relevant guidelines and legislation including the National Statement on Ethical Conduct in Human Research, insurer's requirements and Good Clinical Practice guidelines.
- Be willing to adapt to changing demand and take on other duties as needed
- Offer support to other personnel

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all

clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

- Sound understanding of legislation, codes and guidelines relevant to the ethical conduct in human research.
- Ability to analyse and review documents while ensuring attention to detail.
- Demonstrated time management capabilities, including working to a deadline and independently prioritising a very high volume workload.
- Demonstrated high level verbal and written communication skills
- Demonstrated ability to work independently and within a team to ensure high quality client service.
- Demonstrated ability in working electronically and utilising a range of software products including M365, databases and email.

Desirable

- Tertiary qualifications and/or experience in related areas of biomedical research or ethics.
- Ability to adopt changing practices into the workplace ensuring best practice and superior service standards are met.

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au