

Eastern Health

POSITION DESCRIPTION

Position Title:	Administration Officer - Clinical Trials Research Officer
Award Classification:	HS2
Award / Agreement Name:	Victorian Public Health Sector (Health and Allied Services, (Managers & Administrative workers) Single Interest Enterprise Agreement 2021-2025
Position Reports to:	Research Fellow, Clinical and Social Research Team, Turning Point

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. *'Being part of Eastern Health is being part of a welcoming team of healthcare experts'* is achieved through Eastern Health's strategic goal of HEALTHIER TOGETHER.

TURNING POINT

Turning Point was established in 1994 to provide leadership to the alcohol and drug field in Victoria. Turning Point is now a national treatment, research and education centre that provides leadership in the alcohol and drug, gambling and mental health sectors. Combining research with service innovation, surveillance, system enhancements, education, capacity building and specialist support, Turning Point is a recognised centre of excellence that assists services, communities and governments to respond to current and emerging issues. Turning Point is part of Eastern Health and is affiliated with Monash University.

www.turningpoint.org.au



1. POSITION PURPOSE

We have an exciting opportunity for a Clinical Trials Research Officer to join our Clinical and Social Research Team (CSR) at Turning Point, Australia's leading national addiction treatment, training and research centre. Our Clinical and Social Research program aims to address addiction issues across the spectrum of harm, establishing effective methods for supporting client journeys from initial help-seeking through to specialist treatment and recovery. The successful candidate will provide key support to clinical research projects undertaken by the CSR team. The role will directly support a range of stakeholders across all aspects of conduct and implementation of clinical trials.

The Clinical Trials Research Officer will liaise with hospital staff and clerical departments where necessary. The role will coordinate trial procedures and trial visits and will ensure that all studies are conducted strictly according to study protocols, legal and regulatory guidelines. The Clinical Trial Research officer will oversee interviews with patients to assess their suitability for inclusion in research studies and will document any problems associated with the conduct of the studies.

The successful candidate will have strong attention to detail and the ability to solve problems discreetly by using innovation and exercising diagnostic skills are required for success in this role. The successful candidate will have strong communication skills, understanding of human ethics principles and demonstrated knowledge of ICH Guidelines for Good Clinical Practice.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

The Clinical trials Research Officer will:

- Oversee interviews with patients/ families to assess their suitability for inclusion in research studies, provide them with information about the aims of specific studies and instruct them in the study methods, e.g. medication regimes, importance of study appointments and procedures associated with the study.
- Coordinate trial procedures, trial visits, and education of the patient regarding their condition and trial medication as appropriate and provide a referral for further clinical management as required
- Communicate and liaise in a collegiate manner with representatives of the hospital medical, nursing, pharmacy, pathology and clerical departments as necessary
- Undertake data entry, including through the use of electronic data capture programs (e.g. RED Cap); accurate and ethical management of research data
- Contribute to the preparation of study protocols and participant information sheets, reports for Ethics Committees, reports for collaborators and other stakeholders, and manuscripts for academic publications
- Participate in regular meetings with relevant study teams, the Clinical and Social Research Team, and wider organisational meetings
- Perform research administrative tasks as required; e.g. develop study promotional materials, oversee study advertising, prepare study meeting agendas and record minutes, transcribe qualitative interviews
- Participate in professional development and quality assurance activities
- Contribute to research activities funded by external agencies such as the Department of Health and Human Services, including literature reviews, public health program evaluations, and the development of resources to support the alcohol and other drug sector
- This position may require some travel between Turning Point sites at Richmond and Box Hill, and travel to Box Hill Hospital Pharmacy
- This position may require some time worked outside of ordinary work hours

3. SAFE PRACTICE AND ENVIRONMENT

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#).

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 centered 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.

Our commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#).

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
- Attachment 2 Additional Information

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.

Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to 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

Position Title:	Administration Officer - Clinical Trials Research Officer
Award Classification:	HS2
Award / Agreement Name:	Victorian Public Health Sector (Health and Allied Services, (Managers & Administrative workers) Single Interest Enterprise Agreement 2021-2025
Position Reports to:	Research Fellow, Clinical and Social Research Team, Turning Point

Essential

- Certificate or Diploma level qualifications with several years' experience, or equivalent work experience
- Demonstrated knowledge of ICH Guideline for Good Clinical Practice, national statement and previous experience working with clinical trials coordination and/or specific clinical expertise in desired area of research
- Clinical and/or qualitative research skills, such as in the following areas:
 - Recruiting study participants; liaising with and screening potential participants to facilitate timely study recruitment, and referral to alternative support as required
 - administering psychometric tests and other data collection tools (e.g. measuring alcohol use, psychological distress), and/or perform qualitative interviews with research participants to explore their experiences (e.g. of drug use, treatment and care)
 - Contributing to literature reviews, including developing research questions, accurate searching, analysis, and synthesis of the literature
 - Able to work in an ethical and sensitive manner with participants; understand the principles of confidentiality, privacy and information handling, and the ethical issues associated with conducting addiction research
- High level of attention to detail, including accurate scheduling, data collection and record keeping
- Demonstrated ability to work effectively both independently with minimal supervision and as part of a team, and to collaborate effectively with internal and external stakeholders to achieve project outcomes
- Strong interpersonal skills, and verbal and written communication skills
- Sound time management skills, meeting competing deadlines and delivering high-quality outcomes
- Analytic skills, and an ability to use initiative and exercise sound judgement
- Computing skills, including proficiency in the use of Microsoft Office programs, statistical analysis software packages (e.g. SPSS, Stata), and the Endnote referencing system

Desirable

- A Tertiary qualification in health sciences, allied health, Psychology, Population Health or a related discipline, or an equivalent combination of relevant experience and/or education/training
- An interest in and/or previous experience working on projects that utilise quantitative (e.g. randomised controlled trials) and/or qualitative research designs
- A strong interest in working in alcohol and other drug (AOD) research and/or previous experience working with people with complex needs (e.g., AOD, mental health)
- Demonstrated competency in phlebotomy (venepuncture); current phlebotomy accreditation or certification is preferred.

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

ATTACHMENT 2

Eastern Health/Department/Specialty Information & additional position requirements

Position Title:	Administration Officer - Clinical Trials Research Officer
Department / Specialty Area	Turning Point
Campus / Physical Location	Richmond

ORGANISATIONAL CONTEXT

Eastern Health

Eastern Health is a leading provider of health care in the eastern region of Melbourne and incorporates Acute: Aged Care, Rehabilitation and Community Health and Mental Health and Alcohol & Drug Services across a number of large, medium and small work locations.

Statewide Services

The Statewide Services Program consists of Turning Point and Spectrum. Turning Point is a national specialist alcohol, drug and gambling organisation that integrate treatment and support services with research, education and training. Spectrum is Victoria's only statewide centre for the specialist treatment of Borderline Personality Disorder and provides training and education and contributes to research in this area.

LOCAL WORK ENVIRONMENT

Turning Point

Turning Point was established in 1994 and amalgamated with **Eastern Health** in October 2009 and is formally affiliated with Monash University. Turning Point is a national addiction treatment centre, dedicated to providing high quality, evidence-based treatment to people adversely affected by alcohol, drugs and gambling, integrated with world-leading research and education. Combining innovative research in the clinical, population health and policy fields, with service innovation, surveillance, system enhancements, capacity building and specialist support, Turning Point directly assists services, communities and government to respond to current and emerging issues.

Treatment

Turning Point's multidisciplinary staff, including Addiction Medicine Consultants, Psychiatrists, nurses, psychologists, social workers and alcohol and drug counsellors, provide specialist clinical and support services to people affected by alcohol and drugs and problem gambling. Turning Point provides a broad range of face-to-face, telephone and online evidence based treatment interventions.

Research

Turning Point conducts practical and applied research leading to policy and service development with a focus on improving and expanding the range and quality of treatment and support services through evidence-based research.

Education

Turning Point is a leading provider of education and training services in the alcohol and drug sector in Australia. As a Registered Training Organisation (RTO) and in partnership with Monash University Turning Point builds the capacity of health and welfare professionals to respond more effectively to alcohol and drug issues.

Spectrum

Spectrum is the leading centre in Victoria for the synthesis and dissemination of knowledge and practice, in relation to the treatment of, and recovery from borderline personality disorder and complex trauma , including those presentations where a number of co-morbid conditions create clinical complexity. Spectrum's work can range from contributing to research, capacity building in the workforce (statewide and nationally), to providing a full clinical service of empirically supported treatment interventions including: specialist assessment and case management, individual and group psychotherapy, biomedical treatments and secondary consultation (including telephone and online).