JOB DESCRIPTION
TELETHON KIDS INSTITUTE

Why is this Job Description being written?	☐ Exisiting Position ☐ Replacement Position ☒ Current Position ☐ Position not previously described			
POSITION DETAILS:	**Position Title:**	**RESEARCH NURSE FOR VACCINE TRIALS GROUP**		
Division:	Children Clinical Research Facility	**Research Group:**	Vaccine Trials Group (VTG)	
Position reports to: (role)	Clinical Research Manager			
Location: *include all possible locations*	Princess Margaret Hospial			

POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why**

As a member of the Vaccine Trials Group Team, the Research Nurse(RN) will, under supervision, be responsible for planning, development, implementation and evaluation of research projects ensuring that project objectives are being met as per the protocol in the VTG department, this is done in accordance with the Therapeutic Goods Administration (TGA) Note for Guidance on Good Clinical Practice (CPMP/ICH/135/95) and the National Health and Medical Research Council (NHMRC) National Statement on Ethical Conduct in Research Involving Humans. The RN will support the Vaccine Trials Group team in identifying, enrolling and following up potential participants for studies ensuring that high quality data is collected and accurately entered into the database within VTG and Princess Margaret Hospital (PMH) for childhood conditions of public health importance.

KEY RESPONSIBILITY AREAS ***(Please list in order of importance)***

Key Position Accountabilities What are the main areas for which the position is accountable	***% of Total Role***	***Inputs:*** What are the key activities or tasks to be carried out?	***Outputs:*** What are the expected end results?	***Measures:*** How it is measured

Patient Recruitment	30%	• Review all ethically approved methods of recruitment and use these strategies to help find potential eligible subjects for particular studies. • Confirm patient suitability and eligibility with regard to protocol inclusion and exclusion criteria • Ensure Informed Consent is obtained according to the Guidelines for Good Clinical Practice (GCP) • Collection of study related data and any specimens required for studies according to each study protocol with adherence to GCP guidelines • Report any Severe Adverse Events in an effective manner to the Ethics Department. • Act as a resource for the participants and their families/carers, providing education and support as necessary	• Ensure maximum recruitment numbers achieved for all eligible participants as per the protocol • Ensure optimal care and support given to patients and their families/carers during the study visits and phone calls. • Ensure Severe Adverse Events are reported within the appropriate time frame.	• Measured by number of patients recruited • Patient/family favourable feedback
Quality Assurance	20%	• Collection of data in accordance with Good Clinical Practice and research standards • Ensure study related documentation is accurate and updated regularly • Assist in contributing to the production of annual and other reports • Ensure that ethics committees are informed of study changes/progress and assist ethics committees with any queries • Contributing to the development and implementation of the VTG Strategic Plan • Ensure research projects are conducted in accordance with the protocol, the National Statement of Ethical Conduct Research involving Human, ICH Good Clinical Practice and local regulations and standards	• Ensure that data is accurately entered into the source document and database. • Timely reporting to Ethics Department of protocol changes.	• Measured by favourable feedback from Investigators, Ethics Committee
Information Technology	15%	• Database management (familiarity with computer systems including excel and electronic data capture) • Word processing • Accessing email and websites	• Efficient skills for compliance with electronic data capture and software programs	• Measured by favourable feedback of data queries reported

Communication	15%	• Communicate and liaise with Clinical Research Manager and multi-disciplinary team • Communicate and liaises with external bodies • Communicate and liaise with study participants and their relatives/carers • Communicate with local ethics committee and other relevant departments regarding the severe adverse events, protocol changes • Disseminates information throughout research group	• Effective communication between all parties to improve maximum outcome for studies	• Measured with regular staff meetings re: any feedback from staff, participants/families and multi-disciplinary teams
Program Planning and Development	8%	• Responsible in the planning, development, implementation, enrolment, data collection and entry of studies within VTG • Contributes to future planning/needs assessment of VTG • Contribute to the development and implementation of the VTG Strategic Plan • Demonstrate a commitment to a personal continuing professional development and participate in performance review/appraisal	• Efficient completion of existing and new projects • Participate in ongoing professional development • Annual appraisals	• Measured by regular meetings with supervisors • Regular reporting of key performance indicators • Measured by evidence of professional development
Professional	10%	• Conduct clinical research in accordance with TGA ICH GCP and the NHMRC National Statement on Ethical Conduct in Research Involving Humans • Practice at all times within current appropriate state regulations (eg: Western Australian Nursing Board) • Maintain a sound clinical knowledge on current issues with regard to all research studies undertaken by the VTG • Make clinical and professional autonomous decisions on a daily basis • Act as a patient advocate at all times • Maintain a flexible approach to working hours in order to meet the requirements of the study protocols and participant recruitment	• All aspects of nursing conduct and clinical research within VTG adhered to for optimal professional performance	• Measured by regular meetings with supervisors
Other	2%	• Provision of health information to community and other health professionals	• Annual Newsletter mailout to particpant's families • Study information letter sent to participant GP	• Evidence of favourable feedback from families

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE	
Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• Registered Nurse - currently registered with the Nursing and Midwifery Board of Australia (WA)
Skills, Knowledge & Experience:	• Excellent communication and interpersonal skills • Demonstrate excellent team working skills as well as ability to work using own initiative • Time management skills/ability to prioritise workload • Computer literacy – Familiarity with computer systems including excel and electronic data capture • Ability to work within a multi-disciplinary team • Current C class driver's license
DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:	
Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• Registered Nurse - currently registered with the Nursing and Midwifery Board of Australia (WA)
Skills, Knowledge & Experience:	• Paediatric experience • Immunisation experience (Department of Health Immunisation Certificate) • Health promotion/education experience • Phlebotomy experience • Desire to obtain further qualifications
SCOPE:	
Financial accountability: Does this role have accountability for a budget?	
• No	
People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?	

No. of direct reports - Nil	Reports to the Clinical Research Manager	No. of indirect reports - Nil	

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Next level of supervision			Head, Vaccine Trials Group			
Immediate level of supervision			Clinical Research Manager			
Other roles reporting to immediate supervisor		Research Assistant	Research Nurse Vaccine Trials Group			
Direct reports (role x no.)						

ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?