

# JOB DESCRIPTION TELETHON KIDS INSTITUTE



<b>Why is this Job Description being written?</b>		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
<b>POSITION DETAILS:</b>		<b>Position Title:</b> RESEARCH ASSISTANT		
<b>Division:</b>	Anaesthesia Research	<b>Department:</b>	Respiratory Health	
<b>Position reports to: (role)</b>	Professor Britta von Ungern-Sternberg, Chair of Paediatric Anaesthesia, PCH & UWA			
<b>Location:</b> <i>include all possible locations</i>	Primarily Perth Children's Hospital			
<b>POSITION PURPOSE:</b> In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, <b>what</b> this role does and <b>why</b>				
<p>To support a range of paediatric anaesthesia research projects with a particular focus on anaesthesia outcome research including collaborative work with respiratory physiology, pharmacy and immunology. The role includes participation in collaborative projects from initiation through to data collection and publication. The role will also involve recruitment of children and their families, working with databases and assisting with data cleaning and analysis as well as general research administration, e.g. trials management, grant writing, ethics applications.</p>				
<b>KEY RESPONSIBILITY AREAS</b> <i>(Please list in order of importance)</i>				
<b>Key Position Accountabilities</b> What are the main areas for which the position is accountable	<b>% of Total Role</b>	<b>Inputs:</b> What are the key activities or tasks to be carried out?	<b>Outputs:</b> What are the expected end results?	<b>Measures:</b> How it is measured

<b>Research Duties</b>	60%	<ul style="list-style-type: none"> <li>• Participant screening and recruitment</li> <li>• Collection of relevant data using research questionnaires and other relevant tools and follow up of participants</li> <li>• Providing research support for a variety of projects</li> <li>• Performing study specific patient assessments</li> <li>• Calibration, maintenance and quality control of equipment</li> <li>• Processing of specimens</li> <li>• Preliminary reporting of research results</li> <li>• Organising and finalising reports and other relevant research outcomes.</li> <li>• Assist in planning for research projects in collaboration with supervisors</li> </ul>	<ul style="list-style-type: none"> <li>• Be able to encourage and adapt interactions to suit participant age and ability.</li> <li>• Good communication skills for both children (engaging and encouraging) and adults (knowledgeable, courteous).</li> <li>• Preliminary Analysing of results</li> <li>• Regular progress reports on studies .</li> </ul>	<ul style="list-style-type: none"> <li>• Successful recruitment of participants into a variety of research studies</li> <li>• Successful test results in majority of participants.</li> <li>• Positive feedback from study participants and other staff members.</li> <li>• Timely input of data into project databases.</li> <li>• Presentation to research group of study progress</li> <li>• Completion of studies</li> </ul>
<b>Research Administration/Other</b>	10%	<ul style="list-style-type: none"> <li>• Assist with / undertake ethics applications and amendments</li> <li>• Assist with / undertake manuscript preparation</li> <li>• Assist with / undertake grant applications</li> <li>• Prepare presentations and conference posters</li> <li>• Conduct background research as required</li> <li>• Literature review of specific topics.</li> <li>• Training and oversight of junior team members and students working alongside on the projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Timely approval of project applications and amendments.</li> <li>• Clear and concise written and oral communication.</li> <li>• Liaison with other research groups</li> </ul>	<ul style="list-style-type: none"> <li>• Applications and amendments submitted within given timeframe.</li> <li>• Successful submission of manuscripts, and conference posters/presentations.</li> </ul>
<b>Data Management</b>	10%	<ul style="list-style-type: none"> <li>• Creation of databases and data dictionaries.</li> <li>• Entering, checking, cleaning and coding datasets.</li> <li>• Simple analysis and presentation of data.</li> </ul>	<ul style="list-style-type: none"> <li>• High quality datasets ready for analysis when expected.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality of data cleaning and analysis.</li> <li>• Positive feedback from team leader/collaborator.</li> </ul>

<b>Good Clinical Practice</b>	10%	<ul style="list-style-type: none"> <li>• Maintaining records for trials and studies according to Good Clinical Practice (GCP) guidelines as well as adhering to local and national guidelines and laws.</li> <li>• Consenting participants into research, in line with ethical principles of GCP.</li> <li>• Storage and dissemination of confidential data in line with GCP guidelines and maintaining the privacy of participants.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of and appreciation for treatment of working with highly confidential information.</li> <li>• Appropriate storage of data and participant details.</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from participants and team members in terms of all stages of research process.</li> <li>• Consistently high levels of confidentiality.</li> </ul>
<b>Team Membership</b>	10%	<ul style="list-style-type: none"> <li>• Working cohesively and collaboratively with others – both internal (direct team members) and external (other institute staff, hospital staff, collaborators and members of the clinical team).</li> <li>• Disseminate information throughout research group and within the Department of Anaesthesia and Pain Management</li> </ul>	<ul style="list-style-type: none"> <li>• Effective teamwork.</li> <li>• Local presentation of projects</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from team members and collaborators.</li> </ul>

## ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

**Qualifications:** what are the minimum educational, technical or professional qualifications required to competently perform role

- Bachelor of Science (Health or Physiology) or equivalent

**Skills, Knowledge & Experience:**

- Demonstrated capacity to work with children of all ages
- Basic research skills including recruitment, data collection and protocol adherence.
- Experience with Microsoft Office suite, Endnote referencing and editing and other relevant software tools.
- Experience with academic database search strategies and literature review process.
- Experience with databases used for recording research data.
- Writing skills, including capacity to summarize and communicate technical/clinical concepts in a clear and concise manner.
- Ability to work within a multi-disciplinary team in a high paced environment
- Self-management and high personal motivation.
- Awareness of diverse cultural WA populations
- Excellent organization, communication and attention to detail skills.
- Obtaining and maintaining West Australia Working with Children Check is mandatory

## DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

**Qualifications:** what are the minimum educational, technical or professional qualifications required to competently perform role

- Honours degree
- Postgraduate qualifications in Health Sciences (Masters or Postgraduate Diploma)

**Skills, Knowledge & Experience:**

- Demonstrated experience in respiratory physiology understanding and assessment
- Interest, experience and enthusiasm relevant to health service delivery, public health, health policy and advocacy.
- Interest and experience in research translation, project management, and implementation.
- Experience working with various healthcare professionals
- Experience with or training in epidemiology
- Experience with finance management for research
- Experience with industry sponsored and investigator initiated research studies
- Experience with building of research databases and maintenance of research databases

## SCOPE:

**Financial accountability:** Does this role have accountability for a budget?

- nil

**People responsibility:** Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports

0

No. of indirect reports

0

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

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Next level of supervision

Head, Childrens Lung Health / Deputy Director

Immediate level of supervision

Chair of Paediatric Anaesthesia

Other roles reporting to immediate supervisor

	Students	Research Assistants	Postdoctoral fellow	Study Manager / trial coordinator	
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Direct reports (role x no.)

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

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