

POSITION DESCRIPTION

POSITION TITLE:	Research Nurse
DIVISION / SECTION:	Child Health Division
SUPERVISOR:	Clinical Trial Manager
CLASSIFICATION LEVEL:	GSL 7
SALARY RANGE:	\$87,586 - \$95,051 pro-rata
STATUS (FTE):	0.8FTE
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ul style="list-style-type: none">- Willingness and ability to travel to remote communities (by light aircraft or 4WD) several times per year.- Willingness to comply with the Top End Health Services Staff Immunisation Policy and provide proof of compliance (e.g. through serology).- Ability to obtain and maintain a current Working with Children Check (OCHRE card).

ABOUT MENZIES:

As one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Indigenous Australians, and a leader in global and tropical research into life-threatening illnesses, Menzies School of Health Research continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

The NHMRC funded D-Kids trial will investigate whether daily vitamin D supplementation compared to placebo given to mothers from 28 weeks gestation until birth and their infants from birth until 4 months of age, reduces the incidence of acute respiratory infections (ARIs) in terms of hospitalisations or primary care presentations in the infants' first twelve months of life. The trial will be the first to involve Indigenous Australians and guide best practice for vitamin D supplementation in pregnancy and infancy for the prevention of ARIs.

The role of the Research Nurse is to ensure that the trial meets standards of Good Clinical Practice, including informed consent, participant eligibility assessments and adverse event monitoring. The incumbent will be responsible for participant recruitment, clinical data and specimen collection, and follow-up visits according to the Study Protocol and Standard Operating Procedures. This position will be based in Darwin but will require some travel (by light aircraft or 4WD) to remote communities during recruitment of study participants.

PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the supervisor:

1. Perform all clinical aspects of the trial including: recruitment, obtaining informed consent, randomisation, retention and follow up, assessment of eligibility, medical records review, collection, transportation and storage of specimens for laboratory analysis and provision of

clinical care of study participants including general health checks and other general health matters according to the Study Protocol.

2. Assist in the development and interpretation (or translation) of participant information sheets and consent forms in plain language to trial participants wherever possible.
3. Ensure all data collection and storage occurs in accordance to Good Clinical Practice (GCP) standards, ethics approval, trial protocol, cultural guidelines, study specific procedures, the Australian Code for the Responsible Conduct of Research and Menzies policies and practice.
4. Collect all trial and adverse event monitoring data and ensure it is stored and transmitted appropriately in accordance with ethical, cultural and confidentiality requirements.
5. Communicate and coordinate effectively with trial participants, research team and other stakeholders.
6. Work effectively with and support local community health works in participating communities.
7. An understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.

SELECTION CRITERIA:

Essential:

1. Tertiary nursing qualification and registration with the relevant Profession Health Board Licensing Authority and at least four (4) years subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training.
2. Understanding and knowledge of health issues affecting the wellbeing of Indigenous children in contemporary Australian society.
3. Highly effective communication skills with ability to build strong productive relationships within the organisation and establish collaborative partnerships with people from diverse cultures and a wide range of stakeholders.
4. Training and support of study staff to ensure the research is conducted in accordance with Good Clinical Practice (GCP) guidelines.
5. Demonstrated ability to adapt to change and work in a fluid environment as part of a research team and under general direction to achieve program milestones and outcomes.
6. Excellent management skills, ability to multi-task and prioritise workloads with minimal guidance in a fast-paced environment whilst achieving results and meeting tight deadlines.
7. Strong record keeping skills, attention to detail, problem-solving skills, resourcefulness, punctuality and positive attitude.
8. Demonstrated initiative, positive attitude and capacity to work independently under general direction and as part of a multidisciplinary team,
9. High degree of computer literacy including expertise in Microsoft Office suite and a demonstrated ability to quickly acquire skills in new software packages.
10. The ability to interact effectively with people from diverse cultures.

Desirable:

1. Research experience or relevant work experience involving evidence-based medicine, clinical trials, health or policy.
2. Understanding of, or ability to acquire understanding of, the ethical considerations for conducting research with participants.

Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.

Approved by: Menzies Human Resources

Date: 9 June 2021

<u>GSL 7</u>		
PACKAGE COMPONENT	Minimum Value GSL 7/1 (\$)	Maximum Value GSL 7/4 (\$)
Gross Salary (position advertised as General Staff Level 7)	87,586	95,051
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	12,262	13,307
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	9,765	9,685
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,607	1,607
Total Salary Package	111,220	119,651