

UNIVERSITY OF OTAGO
Ōtākou Whakaihu Waka

JOB DESCRIPTION

ROLE TITLE:	Research Nurse
DEPARTMENT:	Medicine
SCHOOL/DIVISION:	Dunedin School of Medicine
REPORTS TO:	Dr Nick Cutfield
DIRECT REPORTS (FTE):	None
INDIRECT REPORTS (FTE):	None

1. PRIMARY PURPOSE OF THE ROLE:

The Dunedin Dementia Prevention Research Clinic (Dunedin DPRC) is part of the national network of DPRCs, previously under the auspices of Brain Research NZ, and funded by the NZ Dementia Prevention trust. The research clinic recruits individuals in the very early stages of cognitive decline or dementia and examines the natural progression and possible strategies to delay onset or slow progression.

The research nurse role includes conducting research assessments, but also being the key coordinator for clinic operations, including scheduling the medical and psychologist reviews.

2. ACCOUNTABILITIES:

Appointments are made for people who are referred to the DPRC, in coordination with the clinical research team. Duties will include booking rooms as required; emailing the schedule to the team at least 3 days in advance; sending reminders and making telephone call reminders for people attending the clinic up to 1 week in advance; contacting people who miss appointments with a view to rescheduling within 3 days of the missed appointment; compiling and sending reports to referrers within 1 week of receipt of report information from clinical researchers; scheduling follow-up appointments as required.

Responds to inquiries regarding the DPRC in a timely manner. For example responds to telephone and email inquiries to the DPRC within 1 working day of receipt, and to postal inquiries within 3 working days. Consults with the Director, as required, in order to provide accurate responses to inquiries.

Functions as the point of contact for the DPRC operational matters such as room bookings; use of wheelchair; linen supplies; and use of shared resources such as the clinic rooms, communication with the radiology provider and participants regarding MRI scans.

Carries out initial screening of potential research participants; provides written information to, and obtains informed consent from, research participants; makes follow-up phone calls and appointments; in line with study protocols and after appropriate training.

Records basic biometric data (such as height, weight, age, blood pressure) as required; obtains samples (such as blood, saliva, buccal epithelial) as required, after completing appropriate training; completes clinical and research scales and questionnaires with people attending the DPRC as required, after appropriate training; preparation for procedures as appropriate. Ensures data collection is accurate and complete and adheres to study protocols.

This may also include selected medical history and neuropsychological structured evaluations for research participants with the supervision of the director, other DPRC medical staff, and neuropsychologist.

Ensures that clinical research data are complete and entered into an electronic data management system for subsequent analysis by other team members. Any missing data are followed up by contacting the clinical researcher as soon as possible. Data are entered within a week of receipt.

Provides appropriate support for people with mobility, communication, and cognitive impairment. Provides first aid and basic life support if required.

Attends and contributes to meetings with DPRC team members to develop and finalise these approaches

To take blood samples from participants per the DPRC protocol. To give advance notice of more than 1 week to the laboratory staff to allow the blood to be received and processed.

To accompany and obtain breakfast for participants after phlebotomy

To have excellent communication with Pacific Radiology staff for MRI and PET scans for participants. This includes reminders, written and phone for study participants, as well as conducting safety screening checklist, and coordinating travel to Christchurch for the PET scans.

Ensures secure storage of electronic and paper-based neuropsychological and other clinic records

Participates in regular meetings with the DPRC team, reporting on any issues or concerns that have arisen, and on the progress of the clinic's research activities.
Interacts with colleagues in other NZ DPRC clinics.

3. KEY RELATIONSHIPS:

Internal:

- Dr Nick Cutfield & Dr Sarah Buchanan.
- Dunedin DPRC staff.
- Department of Medicine staff.

External:

- Dunedin, Christchurch, and Auckland DRPC teams.
- Te Whatu Ora - Southern staff, especially Neurology, Older Persons Health.

4. QUALIFICATIONS & EXPERIENCE:

Essential:

- New Zealand registered nurse with a current practising certificate.
- Previous clinical research experience.
- Phlebotomy (or willingness to refresh if not done recently).
- Microsoft Word and Excel.
- Excellent communication skills and accuracy essential.
- Responsible, reliable, and cooperative.
- Evidence that works well in a team.
- Commitment to objectives of DPRC.

Preferred:

- Microsoft Access.
- Experience with vulnerable or elderly clinical populations.
- Research skills.
- Electronic data systems.

5. SPECIAL REQUIREMENTS:

Phlebotomy

6. DIRECT BUDGET ACCOUNTABILITY:

Authorise minor expenditure from Research Unit Director as delegated.

7. MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Maori Strategic Framework.

8. PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

9. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks, and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors, and other staff.

10. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day- to-day activities.