

**UNIVERSITY OF OTAGO**  
**ŌTĀKOU WHAKAIHU WAKA**

**JOB DESCRIPTION**

**JOB TITLE:** Assistant Research Fellow (Fixed term for 12 months)  
**DEPARTMENT:** Department of Surgery & Critical Care: Orthopaedics  
**SCHOOL & DIVISION:** Dunedin School of Medicine, Health Sciences

**1. POSITION:**

Assistant Research Fellows support the research activities of senior researchers by carrying out specified research activities. The position is dependent on specified research funding.

Assistant Research Fellows demonstrate collegiality with the Research Team and the Department.

**2. PRIME FUNCTION:**

To support the research activities of the Orthopaedic research group.

**3. MAIN OBJECTIVES:**

To support data collection and the smooth running of orthopaedic research projects being undertaken in the department. Specifically, continuation of data collection of the prospective joint replacement surgery study, spine surgery studies, and a diabetic foot ulcer study, but as funding becomes available, projects currently seeking approvals.

Additional roles include, constructing data collection instruments to collect patient-reported outcome measures using the Research Electronic Data Capture (REDCap) survey platform and support with grant and ethics applications.

This position involves execution of project processes delegated, under the supervision of Dr Wilson, Mr Harrold, and Jane Terry.

**4. KEY TASKS:**

- Build surveys using REDCap for the routine collection of patient-reported outcomes data.
- Prospectively collect patient-reported outcomes data from patients considered for elective surgery at the Department of Orthopaedic Surgery, Dunedin Hospital or seen at the community-based SCOTS programme.
- Set up automated reminders/mailouts to collect postoperative follow-up data from the same patients.
- Review existing patient-reported outcomes data (electronic and paper copies), and input these into the REDCap surveys as appropriate.
- Contribute to the development of survey instruments for other patients treated at the Orthopaedic Surgery Department (e.g. acute as well as elective patients).
- Support ethics, Māori consultation and locality applications to both the University, Health and Disability Ethics Committee and health research advisors.
- Support writing of grant applications, reports and publications.

## 5. RELATIONSHIPS:

Directly responsible to: Dr Ross Wilson and Mr Fraser Harrold  
Reporting to: Jane Terry  
Supervision of: N/A  
Functional relationships with: Other members of the Centre for Musculoskeletal Outcomes Research & the Orthopaedic Surgery Section  
Members of staff within the Department of Surgery & Critical Care, Dunedin School of Medicine  
Clinical staff of the Department of Orthopaedic Surgery, Dunedin Hospital  
Health NZ and Mercy Hospital staff supporting projects  
Agencies outside of the hospital, e.g., ACC, community physiotherapists.

## 6. BUDGETARY RESPONSIBILITY:

None

## 7. EXPECTED OUTCOMES:

- To perform tasks efficiently and effectively
- To protect the integrity of the study databases
- To meet regularly with supervisors and co-investigators

## 8. PERSON SPECIFICATION:

- Bachelor's degree minimum and a research qualification preferable
- Experience or a working understanding of research in an educational setting,
- Ability to relate to people from varying backgrounds, experience, and cultures both within and outside the University,
- An ability to establish, develop and maintain a strong customer focus,
- Excellent interpersonal and organisational skills, with attention to detail,
- Excellent verbal and written communication,
- Computer literacy, ideally with experience of the REDCap software,
- Quick learner who can think methodically,
- Excellent attention to detail,
- Good organisational skills,
- Good written communication skills,
- Ability to work independently and unsupervised, as well as a co-operative and supportive team member within a team environment, exercising initiative and discretion,
- Demonstrated ability to deal with confidential and sensitive material,
- Must have qualities of discretion.

## 9. 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 Māori Strategic Framework.

#### **10. 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.

#### **11. 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.

#### **12. 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.