

UNIVERSITY OF OTAGO, CHRISTCHURCH
ŌTĀKOU WHAKAIHU WAKA, ŌTAUTAHĪ

JOB DESCRIPTION

JOB TITLE:	Clinical Research Nurse
DEPARTMENT:	Department of Medicine, Christchurch
DIVISION:	Health Sciences
PROJECT LOCATION:	Hospice Southland, Invercargill
REPORTS TO:	Dr Amanda Landers Department of Medicine, University of Otago, Christchurch
HOURS OF WORK:	Variable hours: six to 20 hours per week
TERM:	Fixed-term for 18 months
PAYSCALE:	Clinical Research Nurse scale 1-3

1. PRIME FUNCTION OF THIS ROLE:

To coordinate and support clinical breathlessness research project conducted by the Department of Medicine, University of Otago, based at Hospice Southland. The role will assist with participant recruitment, study coordination, data collection, ethics processes, and stakeholder engagement, supporting research that aims to improve the quality of life and healthcare experiences of people living with breathlessness. The position will help develop and strengthen research capability within Hospice Southland and the wider Southland health community.

2. KEY RESPONSIBILITIES:

Research Coordination:

- Coordinate day-to-day research activities across breathlessness study.
- Recruit, consent, and follow up study participants.
- Schedule study visits and maintain participant contact.
- Support ethics, governance, and regulatory requirements.
- Maintain study documentation and site files.

Clinical Research Activities:

- Undertake research assessments and procedures within nursing scope of practice.
- Collect clinical and patient-reported outcome data.
- Support participants and whānau throughout study participation.
- Liaise with clinical teams to facilitate study activities.

Data Management:

- Enter and maintain data in research databases
- Ensure accurate, complete, and timely study records.
- Assist with study reporting and progress updates.

Stakeholder Engagement:

- Develop positive relationships with Hospice Southland staff, community providers, Te Whatu Ora services, and research collaborators.
- Assist with consumer, patient, and whānau engagement activities.
- Support dissemination of research findings and community reporting.

Quality and Compliance:

- Conduct research in accordance with ethics approvals, Good Clinical Practice principles, and University policies.
- Maintain participant confidentiality and data security.
- Contribute to continuous quality improvement and research capacity building.

3. PERSON SPECIFICATION:

Essential:

- Registered Nurse with a current Annual Practising Certificate.
- Strong communication and interpersonal skills.
- Excellent organisational and administrative skills.
- Ability to work independently in a rural and community setting.
- Experience using electronic health records and Microsoft Office.
- Commitment to culturally safe practice and Te Tiriti o Waitangi principles.

Non-Essential:

- Previous research experience.
- Knowledge of research ethics and governance processes.
- Experience with databases.
- Interest in palliative care, supportive care, chronic disease, or health services research.
- Experience working with community and rural health services.

4. KEY RELATIONSHIPS:

Internal:

- University of Otago research team
- Hospice Southland clinical and leadership teams
- Research working group and collaborators

External:

- Research participants and whānau
- Health NZ-Te Whatu Ora services
- Primary care and community providers
- Research partners and funding organisations

5. 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.

6. 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.

7. 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.

8. 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.

9. EQUITY AND DIVERSITY:

Act in a manner consistent with the University's commitment to anti-racism and the co-creation of accessible, safe, respectful, and welcoming environments where all students and staff are supported to achieve their full potential.