

UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA

JOB DESCRIPTION

ROLE TITLE:	Clinical Research Coordinator
DEPARTMENT:	Christchurch Heart Institute (CHI), Department of Medicine
SCHOOL/ DIVISION:	University of Otago, Christchurch/ Health Sciences
REPORTS TO:	Clinical Research Manager, Christchurch Heart Institute
HOURS OF WORK:	1.0 FTE

1. PRIMARY PURPOSE OF THE ROLE:

To coordinate the clinical, laboratory, administrative, data and statistical requirements of designated investigator led, collaborative and commercial research projects undertaken by the Christchurch Heart Institute (CHI).

2. ACCOUNTABILITIES AND EXPECTED OUTCOMES:

- To practice in a professional manner, adhering to the regulations governing clinical and research practice and to work within the CHI protocols and guidelines.
- Provides explanations and instructions for patients participating in studies and ensures their understanding of the risks and benefits involved before proceeding to the informed consent process.
- Ensure written informed consent is obtained from all participants prior to any study procedures.
- Participant recruitment and attendance targets are met, and tasks are performed to an agreed standard within designated timeframes.
- In relation to specific patients ensures that research protocols/SOPs are adhered to and notifies the investigator of any evolving issues.
- Supports the giving of information, education and support to participants and family/whanau.
- If required 'pilots' the research protocols and patient information sheets.
- Works in accordance to agreed research governance standards or GCRP.
- Ensures research data are collected in timely, accurate, and consistent way.
- Has a working knowledge of specific research methodologies and methods.
- Within specific project maintains an up-to-date knowledge of current research evidence.
- Has awareness of financial management, monitoring, costing work sheets and budgets.
- Provides cover for colleagues when directed.
- Responsible for accurate collection of information and the monitoring of patient outcomes relating to the clinical trial.
- To liaise with other health professionals and carers to coordinate the routine care with research study protocols and schedules.
- Responsible for accurate data retrieval from medical records and hospital computer systems and recording this data on case report forms and in study databases.
- To complete Case Report Forms and enter computer data promptly and correctly.
- To respond to and complete study data queries in a timely manner.

- To appropriately complete and maintain all source data.
- To dispense medication and/or titrate doses according to specific protocols and to be responsible for accurate drug accountability.
- To attend to pathology collection, processing, storage, and transportation required according to specific protocols according to CHI and IATA regulations.
- Make bookings and arranges transport as required for participants to attend study visits.
- Develop and maintain up to date Standard Operational Procedures manual for assigned research projects.
- Compile and maintain all regulatory documents in an Investigator Site File.
- Produce reports of screening, recruitment and study progress as required.
- Telephone follow up and occasional community visits to patients may be necessary.
- Undertake further training and obtain certification necessary to perform study specific tasks legally and safely, as required.
- Other duties as agreed with the Clinical Research Manager and Co-Director, CHI.
- Adhere to Te Whatu Ora and University of Otago policies and procedures.
- Is accessible and available for study participants and CHI & Te Whatu Ora staff to assist with clinical and information requirements of study participants.
- Maintain patient privacy and confidentiality at all times.
- Prioritises own workload and willingly assists other CHI staff when able.
- Uses stock and other resources in a cost-effective manner.
- Ensures all duties are performed in the best interest of the CHI and are completed in a competent and efficient manner.
- Ensures all reports and/or extracts from the database are not released outside the research group without the prior approval of the principal investigator.
- Attends and participates in relevant clinical meetings, courses, and programmes whenever possible.
- Is familiar with current literature in own professional field.
- Has a written plan of professional goals, which is evaluated annually as part of professional performance appraisal.
- Understands the Treaty of Waitangi/Te Tiriti o Waitangi and its relevance to the health of Māori in Aotearoa/New Zealand.
- Demonstrates knowledge of differing health and socio-economic status of Māori and non-Māori.
- Applies the principles of cultural safety in own nursing practice.
- Practises in a way that respects each client's identity and right to hold personal beliefs, values and goals.
- Assists the client to gain appropriate support and representation from those who understand the client's culture, needs and preferences.
- Consults with members of cultural and other groups as requested and approved by the client.
- A commitment and understanding Te Tiriti principles and health inequities faced by Māori.
- Basic te reo Māori skills, with pronunciation a minimum.
- An understanding of Kaupapa Māori Health models.

3. KEY RELATIONSHIPS:

Internal

- Primary Investigators and co-investigators on research projects.
- All team members of the Christchurch Heart Institute and Department of Medicine, UOC.
- Staff members of the University of Otago, Christchurch and Te Whatu Ora. External
- Research participants and their care givers and whanau.

- Primary care.
- Clinical Research Staff in the Pharmaceutical Industry and Institutional Organisations.
- Ministry of Health.
- Contractors and collaborators of the CHI.

4. QUALIFICATIONS & EXPERIENCE:

Essential

- A degree in a scientific, or nursing discipline with at least three years subsequent relevant experience or an equivalent combination of relevant experience and/or education/training.
- Excellent communication skills- both written and verbal.
- Precision and extreme accuracy in data handling and input.
- Computer skills: ability to use spreadsheets, databases, create word documents and utilise the hospital intranet and internet services.
- Good time management skills with the ability to prioritise time and use personal initiative to ensure tasks are completed properly.
- Good organisational skills.
- Ability to work autonomously as well as in a team.
- Flexibility of work with regard to handling new projects or changes in current projects.
- Ability to be able to flex working conditions and resources to fit in with other team members.
- Able to relate well to study participants and their whanau.
- Ability to maintain co-operative professional relationships.

5. DIRECT BUDGET ACCOUNTABILITY:

Nil

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.