

**UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA**

JOB DESCRIPTION

ROLE TITLE:	Rangahau Tapuhi/Clinical Research Nurse/Coordinator
DEPARTMENT:	Christchurch Heart Institute, 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:

- Practice professionally and within relevant legislation, regulations, professional scope of practice, CHI protocols, SOPs, research governance and Good Clinical Practice (GCP) requirements.
- Explain study requirements, risks and benefits to participants and obtain written informed consent before any study procedures.
- Recruit and support participants to meet study targets and ensure study visits, follow-up and procedures are completed accurately and within agreed timeframes.
- Provide appropriate information, education and support to participants, family/whānau and carers, and remain accessible for study-related clinical and information requirements.
- Undertake clinical assessment and nursing care within scope of practice, monitor participant outcomes and promptly identify and escalate clinical, safety or study-related issues to the investigator.
- Coordinate research activities with investigators, health professionals, primary care and other relevant services.
- Ensure accurate, timely and complete collection, retrieval and management of clinical and research data, including source documents, case report forms, databases and data queries.
- Undertake study-specific clinical procedures, including medication administration/titration, drug accountability, pathology collection, processing, storage and transport, in accordance with study protocols and relevant CHI, IATA and regulatory requirements.
- Arrange participant appointments, bookings and transport, including telephone follow-up and occasional community visits where required.
- Maintain study documentation, including SOPs, Investigator Site Files, regulatory records and other essential study documents, and support study close-out activities.
- Support the development or piloting of research protocols and participant information sheets where required.
- Monitor and report screening, recruitment and study progress as required.
- Maintain participant privacy, confidentiality and security of research information. Research data or reports must not be released outside the research group without Principal Investigator approval.

- Maintain knowledge of relevant research methodologies, current evidence and study-specific requirements, and undertake required training, certification and professional development.
- Maintain awareness of research project costs, budgets and resource requirements, and use resources responsibly and cost-effectively.
- Prioritise workload, work independently and collaboratively, provide cover for colleagues when required, and contribute to an efficient and supportive team environment.
- Participate in relevant clinical/research meetings and professional development, including maintaining an annual professional development plan.
- Adhere to Te Whatu Ora and University of Otago policies and procedures, including health and safety, privacy and information management requirements.
- Demonstrate understanding and application of Te Tiriti o Waitangi, cultural safety, Māori health inequities and appropriate support for Māori participants and whānau.
- Demonstrate awareness of Kaupapa Māori health models and develop basic te reo Māori skills, including correct pronunciation.
- Support Pacific equity, diversity and cultural safety principles in accordance with the University's Pacific Strategic Framework.
- Undertake other duties as agreed with the Clinical Research Manager and Co-Director, CHI.

3. KEY RELATIONSHIPS:

Internal

- Principal Investigators and co-investigators.
- Christchurch Heart Institute and Department of Medicine staff.
- University of Otago and Te Whatu Ora staff.

External

- Research participants, carers and whānau.
- Primary care and other health professionals.
- Pharmaceutical and institutional research organisations.
- Ministry of Health and other relevant agencies.
- CHI contractors and collaborators.

4. QUALIFICATIONS & EXPERIENCE:

Essential

- Relevant nursing degree and current practising certificate with the Nursing Council of New Zealand.
- Excellent written and verbal communication skills.
- High level of accuracy and attention to detail, particularly in data management.
- Competent computer skills, including databases, spreadsheets, word processing and relevant health information systems.
- Strong organisational, time management and prioritisation skills.
- Ability to work independently and collaboratively.
- Adaptability to changing priorities, projects and working requirements.
- Ability to establish effective professional relationships with participants, whānau, colleagues and external stakeholders.
- Ability to communicate clinical knowledge effectively and relate well to study participants.
- Adherence to Te Whatu Ora and University of Otago policies and procedures.

5. TECHNICAL SKILLS & KNOWLEDGE:

Preferred

- Current experience in acute cardiovascular nursing.
- Current experience in clinical research.
- Current GCP certification.
- Current Dangerous Goods Shipping certification.
- Ability to interpret clinical data relevant to cardiology.

6. DIRECT BUDGET ACCOUNTABILITY:

Nil.

7. MĀORI STRATEGIC FRAMEWORK:

Act consistently with the University's Māori Strategic Framework and commitment to Te Tiriti o Waitangi, including promoting Māori health equity and culturally safe practice.

8. PACIFIC STRATEGIC FRAMEWORK:

Act consistently with the University's Pacific Strategic Framework, promoting Pacific values, equity, diversity and cultural safety.

9. HEALTH & SAFETY:

Comply with relevant health and safety legislation and University and Te Whatu Ora policies, procedures and guidelines. Promote safe working practices and contribute to a safe environment for participants, staff and visitors.

10. SUSTAINABILITY:

Support the University's sustainability commitments by using resources responsibly and minimising the environmental impact of day-to-day activities.

11. 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.