POSITION DESCRIPTION

Clinical Trial Assistant

POSITION NUMBER	New
RESEARCH UNIT	Clinical Trials Research Centre
CLASSIFICATION	Professional
EMPLOYMENT TYPE	Full time Maximum term contract (dependent on external funding) – 18 Months
REPORTS TO	Clinical Trials Research Centre Manager - Marios Constantinou
BASE SALARY	$66,411 – $70,483
SUPERANNUATION	Employer contribution of 9.5%
OTHER BENEFITS	Salary packaging available (making part of your salary tax-free and increasing take-home pay) For more information visit www.smartsalary.com.au
HOW TO APPLY	Visit www.cera.org.au and apply via our *Study and Careers* page
CONTACT FOR ENQUIRIES ONLY	CERA Human Resources t: (03) 9929 8201 e: cera-hr@unimelb.edu.au *Please DO NOT send your application to this email address*

The Centre for Eye Research Australia is an equal opportunity employer and is committed to promoting a diverse and inclusive workforce. We encourage people from diverse backgrounds to apply for positions within our organisation.

For further information about us visit www.cera.org.au

Position Summary

This position is located within the Clinical Trials Research Centre (CTRC) at the Centre for Eye Research Australia (CERA).

Working as part of a team which includes clinical trial assistants, clinical trial coordinators, and ophthalmologists the incumbent will be involved in a variety of research, both Industry Sponsored and Investigator Initiated, investigating treatments for a wide range of eye conditions. Studies undertaken at CTRC cover areas including age-related macular degeneration (both wet and dry), diabetic eye disease, uveitis, glaucoma, corneal eye disease and vitreo-retinal disease.

This position is suitable for a new graduate.

There is the prospect to take on further responsibility with coordinating clinical trials as experience is gained.

Key Responsibilities

1. Assist Trial Coordinators in conducting and coordinating sponsored clinical trials and Investigator Initiated research projects.
2. Conduct patient assessments such as subjective refractions, best corrected visual acuity, intraocular pressure, OCT scans, colour fundus photographs, perimetry and vital signs as study protocol requires.
3. Assist study doctors with administration of study treatments, in particular, intravitreal injections.
4. Assist with the identification and recruitment of patients into clinical trials.
5. Collect and enter study data onto hard copy and/or electronic Case Report Forms in accordance with protocol requirements.
6. Liaise with patients, hospital staff and study sponsors to facilitate the management of trials.
7. Liaise with the medical records department at the Royal Victorian Eye and Ear Hospital (RVEEH), to obtain required medical histories. Keep detailed records of those histories obtained and those required.
8. Attend meetings with Clinical Trials Research Centre (CTRC) staff and ophthalmologists to review difficult cases.
9. Other duties as directed by Clinical Trials Research Centre Manager and Trial Coordinators.

Selection Criteria

ESSENTIAL

1. A tertiary qualification in Orthoptics and registration with the Australian Orthoptic Board.
2. Excellent clinical ability in Orthoptics and ophthalmic assisting.
3. Experience with basic computer software packages such as MS Word and Excel.
4. Strong interpersonal skills, including both written and verbal communication skills.
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6. Ability and desire to learn new techniques and procedures.
7. Excellent rapport with patients (often elderly).
8. Ability to work well within a team.

DESIRABLE

1. Experience with clinical trial assessments and reporting.
2. Experience with simple data entry procedures and computer database programs.

Job complexity, skills and knowledge

Level of supervision/independence

Reporting to the Clinical Trials Research Centre Manager the role requires the initiative and ability to work autonomously with some supervision as necessary.

Problem solving and judgement

The incumbent will need to prioritise work in a busy environment. In addition, they must be able to coordinate and work with a range of people to ensure tasks are completed on time and to a high standard of excellence.

Professional and organisational knowledge

The incumbent needs to become familiar with internal operational policies and standard operating procedures of CERA and the Royal Victorian Eye and Ear Hospital (RVEEH). The appointed person will be required to develop a sound understanding of good clinical practice, clinical trial guidelines and specific project protocols. The incumbent must also be able to foster relationships with other CTRC members and RVEEH staff.

Special requirements and other information

1. Occasional availability outside normal working hours for events and networking functions will be required.
2. To be eligible for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.
3. You may be required to independently travel to various office locations or other external locations to fulfill requirements of the position.
4. You may be required to consent to a police check. Please note that people with criminal records are not automatically prevented from applying for the position and each application will be considered on its merits.
5. This position will have no direct reports.

About us

The Centre for Eye Research Australia (CERA) is an international leader among ophthalmology research institutes. We conduct research with real-life impact looking at the causes of eye disease, preventing blindness through earlier diagnosis and better treatments, and restoring sight.

CERA has multidisciplinary research programs that cover the full spectrum from laboratory-based basic science and stem cell research through to genetics, translational and clinical research, as well as health and population-based research.

We are an independent medical research institute closely affiliated with the University of Melbourne and co-located, at the Royal Victorian Eye and Ear Hospital. The strength of this three-way relationship is key to the successful translation of research from the bench to the bedside.

CERA has two main locations in East Melbourne, one at the Royal Victorian Eye and Ear Hospital and the other at Eye and Ear on the Park . We also have laboratory facilities within the St Vincent's Hospital Clinical Sciences Building. We have around 130 staff and students working across our three sites.

Our vision and values

We strive to remain a world-leading eye research institute, renowned for the discovery of the causes of eye diseases and our work in improving diagnosis, prevention, treatment and rehabilitation of eye diseases, vision loss and blindness through our research, clinical work and teaching.

This vision is supported by our values of:

- **Integrity** – We are accountable and honest in the work we do. Credible, ethical and responsible research is our priority.
- **Unity** – We support and respect each other, celebrate our diversity and we pitch in when it is needed. In our work, keeping each other safe is always top of mind.
- **Agility** – We research with ambition, tenacity, innovation and creativity. We are nimble and responsive in our pursuit of excellence.
- **Making a difference** – We value collaborating and sharing our knowledge with each other and our community to make a real difference in the world. We never waiver from our goal of saving sight and changing people's lives for the better.

Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) responsibilities

CERA is committed to providing a workplace that is healthy and safe for staff, students, patients, visitors, contractors and the community. We aim to develop and maintain a culture that encourages all staff to actively manage health and safety risks and to consider the environment.

Our staff have a duty to take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.