

Position Description	
POSITION TITLE	Clinical Trial Coordinator
CAREER STEP	Intermediate
REPORTING RELATIONSHIP	Project Manager
PROGRAM	Academic Project Operations
EMPLOYMENT DURATION	2-years, Fixed Term
TYPE OF EMPLOYMENT	Full time / 1 FTE
DATE	April 2022

The George Institute for Global Health

The George Institute ('TGI') employs 700+ people, focused on improving the health of millions of people worldwide. As a medical research institute affiliated with leading universities and with projects in approximately 50 countries, we are challenging the status quo in healthcare to find the best ways to prevent and treat chronic disease and injury, and to influence policy and practice worldwide. Our innovative commercial enterprises help maximise our impact.

Here is a sample of the things we are doing to achieve our goal of having the greatest possible impact on global health:

- We are identifying better and safer treatments for our biggest killers like stroke, heart disease and high blood pressure
- In many countries, our award winning FoodSwitch smartphone app is helping people make healthy food choices when shopping
- In China, we ran a successful education and awareness program to reduce the amount of salt eaten by people by 25% each day
- In rural India, we have shown that mobile technology can help diagnose mental health, as well as help treat cardiovascular disease, and we're looking at similar approaches to treating chronic diseases in Indonesia and China
- Together with Aboriginal communities in NSW, Australia, we have developed an innovative community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations;
- We are developing an affordable dialysis machine, with potential to save millions of lives each year and transform the way kidney disease is treated globally
- And much more...

Context of the Role

The Academic Project Operations (APO) team works closely with our research team to ensure study aims are achieved. The team is primarily responsible for the set-up, conduct and overall delivery of a projects across all research programs in The Institute, according to best practice guidelines and research budgets.

The Role

This role is predominantly that of a Clinical Trial Coordinator within the Academic Project Operations at TGI, working in a field-based setting. The position will involve the conduct of trial coordinator activities at site level for one clinical trial in type 2 diabetes at GP Practices in Sydney and surrounds. The role



includes assessing and following up trial participants, data entry, visit coordination for the participants and other trial protocol-related activities.

As the position will be partly based in GP Practices within NSW, the successful applicant will be required to undergo checks such as the Australian National Criminal Record and Working with Children Checks and provide proof and/or obtain required vaccinations prior to commencing employment.

Please refer to the following NSW Government website for more information:
https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2020_017

Reporting Relationships

The Clinical Trial Coordinator will report to the Project Manager of the study and will be expected to function independently once familiar with the role.

Duties and Key Responsibilities

This position is primarily designed to assist the research team in the conduct of the clinical trial at GP Practices in Sydney and surrounds.

This position will involve liaising with GP Practices, recruitment of, assessing and following trial participants, and recording data relevant to the clinical trials. It will provide the opportunity for the successful candidate to develop clinical trials experience.

Specific duties include:

- Assisting in the implementation of clinical trials involving GP Practice patients, incorporating data collection, record keeping and computerised data entry
- Screening for potential trial participants, coordinating study supplies and visits for the participants
- Ensuring adherence to clinical trial protocols and support the clinical trials team in ensuring that trials are conducted and comply with all regulatory, state, national and internationally accepted guidelines for Good Clinical Practice in research (ICH GCP)
- Ensuring timely and accurate data collection and completion of case report forms relevant to clinical trials or research projects
- Assisting in liaising with monitors of clinical trials and be available for monitoring and/or auditing when required, with full patient documentation available
- Assisting in educating staff and participants regarding the designated clinical trial and procedures and relevant investigations associated with the designated clinical trial and to raise the profile of research throughout the facility

As a Team Member:

- Participate in special projects to improve processes, tools, systems and organisation
- Take responsibility for personal learning and development and for setting achievable and meaningful work objectives and managing personal targets, meeting obligations of The Institute's Performance Management and Development Policy
- Demonstrate commitment to The Institute's organisational values, including performing to an exceptionally high ethical standard and focus on integrity, collaboration and teamwork in all efforts

Work, Health and Safety

- Comply with Work Health and Safety legislation and operate in accordance with established Occupational Health and Safety practice and procedures at the Institute



- Promote and contribute to a safe, secure environment for staff and visitors

Skills, Knowledge and Experience

Essential

- Tertiary qualifications in nursing, health sciences or a related discipline
- Experience in clinical trial conduct at site level
- Proficient in the use of the Microsoft Office suite of products, including Word, PowerPoint Outlook and Excel
- Demonstrated effective communication, time management, administrative and organisational skills
- Demonstrated understanding of data collection or willingness to learn
- Demonstrated resourcefulness, with ability to influence others to achieve common goals
- Ability to work well autonomously, with demonstrated ability to collaborate in small teams or with a wide range of varying stakeholders
- Ability to demonstrate flexibility and adaptability to changing organisational priorities and ambiguous environments
- Strong focus on producing the highest quality of work and on ensuring optimum accuracy of outputs
- Full driver's license and own transport facility i.e., car

Desirable

- Experience with GP Practices and patients with diabetes.