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| **Position Description** |  |
| **POSITION TITLE** | Clinical Trial Coordinator  |
| **CAREER STEP** | Intermediate |
| **REPORTING RELATIONSHIP** | Project Manager |
| **PROGRAM**  | Academic Project Operations |
| **EMPLOYMENT DURATION** | 1-year, Fixed Term |
| **TYPE OF EMPLOYMENT** | Full time / 1 FTE |
| **DATE** | January 2023 |

**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 a Clinical Trial Coordinator within the Academic Project Operations team at TGI. The position will involve the conduct of trial coordinator activities across several general practice sites in NSW.

**Reporting Relationships**

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

**Duties and Key Responsibilities**

This position will primarily involve identifying, assessing and following trial participants and maintaining trial documentation.

Specific duties include:

* Conducting GP database searches and identifying suitable prospective participants
* Screening for potential trial participants, enrolling and conducting baseline and follow-up assessments
* Training the participants in use of the study blood pressure monitoring device
* Tracking and reporting blood pressure data
* Ensuring adherence to the clinical trial protocol and that the trials is 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 the case report forms
* Maintaining accurate trial records
* Cooperating with monitoring and/or auditing activities when required, with full patient documentation available

*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 a nursing, health, science or research discipline
* At least 1-2 years’ experience as a clinical trial coordinator, preferably in a primary care setting
* Proficient in the use of the Microsoft Office suite of products, including Word, PowerPoint Outlook and Excel
* Good technical skills in the use of medical devices
* Demonstrated effective communication, time management, administrative and organisational skills
* Demonstrated experience with data collection and using general practice patient databases
* Demonstrated resourcefulness, with ability to influence others to achieve common goals
* NSW drivers’ license and ability to travel to sites
* 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
* Proficiency in English language
* Sensitivity to and an understanding of the needs of culturally and linguistically diverse patients
* COVID vaccination evidence in line with current requirements
* 2022 Flu Vaccinations (or willingness to obtain)

*Desirable*

* Qualifications and experience in nursing
* Experience with blood pressure monitoring devices
* Experience using REDCap