



Fiona Wood Foundation

POSITION DESCRIPTION

Position Title	Research Assistants
Job type	Up to 1.2 FTE (Part Time and/or Full-Time employment); Maximum 37.5 hours per week, initial 1-year contract
Location	Perth Children's Hospital
Reports to	Clinical Research Co-ordinator, Fiona Wood Foundation (FWF)
Salary range	from \$69,067 to \$85,784 full time equivalent, plus 9.5% superannuation

This role is to conduct research and outcomes activities in the field of burn care and management and works under the supervision of the Clinical Research Coordinator. This role/s is at Perth Children's Hospital for an initial 1-year term and supports the vision of the Centre of Excellence in Childhood Burns.

Main Duties/Responsibilities

- Identify suitable study participants for current research studies and liaises with the multi-disciplinary team to enable screening and recruitment processes appropriate for each individual study
- Undertakes the daily activities of the studies – including:
 - recruitment
 - timing of patient visits, tests and interventions
 - chart reviews
 - data collection
 - data entry
 - database management
- Acts as a resource for current research studies to enable parents/guardians, and patients understand their participation in research studies in an age-appropriate manner
- Educates clinical staff about current research activities to help integrate research into clinical practice
- Measures and records clinical outcomes in routine follow up burn clinics and reports to the clinical team as required
- Helps to complete GEKO audits
- Able to manage study data and all relevant documentation

- Liaises with the Clinical Nurse Consultant about the progress of current and upcoming research studies
- Liaises with the Staff Development Nurse/Clinical Development Nurse to maintain on-going research education with the clinical staff
- Conducts studies and completes research documentation as per ICH-GCP (International Conference of Harmonisation Good Clinical Practice) guidelines
- Able to present at meetings as required
- Maintains confidentiality and acts as an ambassador for UWA, the Burns Service of WA and the Fiona Wood Foundation
- Other relevant duties as required

SKILLS & EXPERIENCE

Qualifications

- Tertiary qualification – undergraduate degree in science/health/ nursing/allied health

Essential Requirements

- Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.
- Knowledge of ethical and legal issues related to the conduct of research.
- Requires current Working with Children Check.
- Demonstrated well-developed communication skills, including teaching, negotiation and conflict resolution skills.
- Proven ability to function effectively in a multidisciplinary team.
- Effective time management and organisational skills.
- Competent in Microsoft Office (Word, Excel, PowerPoint and Outlook applications).

Desirable Experience

- Experience in clinical research; informed research consent, and study coordination
- Experience in presenting to groups
- Experience in maintenance and management of documents and data
- Previous training in ICH-GCP (International Conference of Harmonisation Good Clinical Practice) guidelines.

All enquires and applications (cover letter addressing the Position Description, your suitability for the role and your CV) to be emailed to info@fionawoodfoundation.com by **Wednesday 6 March, 5:00pm.**

The selection process with successful candidate/s notified by Friday 22 March 2019 at 5:00pm.

Only applicants with full working rights in Australia are eligible to apply for this role.