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| Position Title | Clinical Trial Coordinator |
| Group/Portfolio | Griffith Health |
| Classification | Research Assistant, Grade 2 (RA2) |
| Position Number | 63069 |
| Reports To | Clinical Trial Manager |
| Employment Type | Fixed Term / Part-Time |

1.0 Position Purpose

The Clinical Trial Coordinator (CTC) position will be responsible for the day-to-day operations of one or more investigator-led clinical trials in Multiple Sclerosis (MS) at Griffith's Clinical Trial Unit, Gold Coast campus. The CTC will be required to coordinate potential and enrolled participants for all trial related activities according to the study schedule, including screening, enrolment and conducting patient visits.

2.0 Eligibility Requirements

The occupant of this position will hold a bachelors degree (or higher) in nursing (or a health related field) and have experience in coordinating clinical trials. Experience in multiple sclerosis would be an advantage. Phlebotomy and ECG skills desirable but not essential.

3.0 Key Responsibilities

- Coordinate the conduct of clinical research trial at Griffith, including screening, enrolment and ongoing management of participants
- Conduct in-person participant reviews and assessments (ECGs, phlebotomy, cognitive assessments as per the trial protocol)
- Work effectively across multi-disciplinary teams, including liaising with ancillary service providers, i.e. neurologists, pharmacy, hospital staff to ensure coordination of all participant assessments and processes
- Maintain appropriate trial records and undertake data processing, verification and management processes to ensure integrity of the data collected
- Conduct trials in accordance with the ICH-GCP guidelines and Australian national regulations for clinical trials

- Support compliance with relevant legislation and University policies and procedures, including research ethics, equity and health & safety, laboratory standards and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).