

Position Title	Clinical Site Coordinator STOP FRACTURE Project
Group/Portfolio	Griffith Health/MHIQ/The Hopkins Centre
Classification	Research Fellow Grade 1
Position Number	000
Reports To	Chief Investigator
Employment Type	Fixed Term

1.0 Position Purpose

This position involves the Clinical Site Coordinator role for the STOP FRACTURE Project.

The STOP FRACTURE study is a four-year project funded by the 2022 Medical Research Future Fund. The project will use a hybrid implementation/effectiveness design across multiple clinical sites to evaluate the effectiveness of referral pathways to exercise therapy for osteoporosis, and of the exercise therapy as secondary fracture prevention.

The Clinical Site Coordinator will work under the supervision of, and in collaboration, with the STOP FRACTURE Chief Investigator (and project lead) Professor Belinda Beck.

2.0 Eligibility Requirements

- The occupant of this position will hold a tertiary degree (e.g. Bachelor or Master level qualification) in Allied Health (e.g. physiotherapy, exercise physiology) or Nursing, or equivalent qualifications/work experience in a relevant field.
- The incumbent will have postgraduate research qualifications (PhD or equivalent research expertise) and will have worked within a research team.
- The incumbent will be required to provide evidence of mandatory professional registrations/qualifications relevant to the position as determined by the local work area (e.g. Physiotherapy Accreditation, WHS certificates, etc.).

3.0 Key Responsibilities

The Clinical Site Coordinator will coordinate clinical site logistics on the STOP FRACTURE study, including, but not exclusively:

- Clinical site recruitment and engagement
- Off-site training, implementation, monitoring and supporting the clinical site staff
- Clinical site assessment and quality assurance
- Ongoing clinical site monitoring, support and communication
- Record-keeping and reporting
- overseeing clinical site data collection/entry/management, quality assurance and preliminary analysis.
- Maintain clear and ongoing liaison with the project team about all aspects of the STOP FRACTURE clinical sites.
- Undertake literature searches, conduct simple interviews and routine scientific testing.

- Manage the preparation and formulation of publications, presentations and research reports arising from the research.
- Develop a good publication record in high impact, international, esteemed peer-reviewed journals and to seek research funding from various sources.
- Supervise other research and technical staff and provide mentoring and research training.
- Undertake other relevant work and duties as directed by the Principal Investigator and/or Project Coordinator.
- Lead and promote 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 Others section of our [Capability Development Framework](#).