

Position Title	Clinical Trial Assistant
Group/Portfolio	Griffith Health/Clinical Trial Unit
Classification	HEW5
Position Number	00064099
Reports To	Clinical Trial Unit Operations Manager
Employment Type	Fixed Term

1.0 Position Purpose

Under general direction, this position is responsible for providing clinical trial specific administrative, screening, recruitment and operational assistance and support to the Clinical Trial Coordinators. The incumbent will have the opportunity to support lab tests and develop some clinics visit skills under the guidance of the clinical trial coordinators.

2.0 Eligibility Requirements

- The occupant of this position will hold a Bachelor's Degree or equivalent qualifications/work experience in a relevant field (e.g. health or science related field).

3.0 Key Responsibilities

- Provide administrative support as needed for clinical research studies in accordance with international and national guidelines (e.g. TGA, ICH-GCP and NHMRC) as per study protocols and delegated by the Operations Manager.
- Assist with study participant recruitment by supporting the design of recruitment material in line with sponsor and ethics approval and conducting pre-screening activities (e.g. phone calls, emails)
- Draft, format and prepare ethics submissions and amendments, as well as other forms of communication and perform ad hoc project activities
- Design and maintain databases and online systems, of trial specific databases (e.g. trackers, enter data to electronic data capture - EDC) and high-quality study records.
- Assist study coordinators in in managing the flow of information; establishing and maintaining administrative systems, including spreadsheets online booking systems and support onsite clinical study visits and assessments, telehealth and phone appointments, and phone/SMS follow ups.
- Perform routine research and project work including data collection and entry, completion of study trackers and the preparation of trial closure at site

and relevant archiving.

- Assist with scientific/lab tests, study specific clinical consumables and equipment orders/rentals and adequate storage.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Support compliance with relevant legislation and University policies and procedures, including equity and health & safety 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](#).