

# Position Description



## 1. General Information

<b>Position Title:</b>	Clinical Research Assistant
<b>Division/Department:</b>	Jreissati Pancreatic Centre at Epworth (JPCE)
<b>Position Reports to:</b>	Research Program Manager, Jreissati Pancreatic Centre at Epworth (JPCE)
<b>Enterprise/Individual Agreement:</b>	Individual Agreement
<b>Classification/Grade:</b>	N/A
<b>Location:</b>	19 Erin Street Richmond VIC 3121
<b>Employment Status:</b>	Part time (0.6 EFT), fixed term (1 year)
<b>Resource Management</b> (for Management positions only) <b>Number of Direct Reports:</b> <b>Budget under management:</b>	N/A N/A
<b>Key Relationships - internal and external</b>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Director, JPCE</li> <li>• Centre Program Manager</li> <li>• Research Program Manager</li> <li>• Clinical Trial/Research Coordinators, JPCE</li> <li>• Epworth Research and Development Office</li> <li>• Principal investigators, Co-investigators</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• External hospitals, laboratories, and diagnostic imaging centres</li> <li>• Surgical, pathology and other clinical staff at key collection centres</li> <li>• Other academic institutes</li> <li>• Contractors and suppliers for laboratory equipment and consumables</li> </ul>

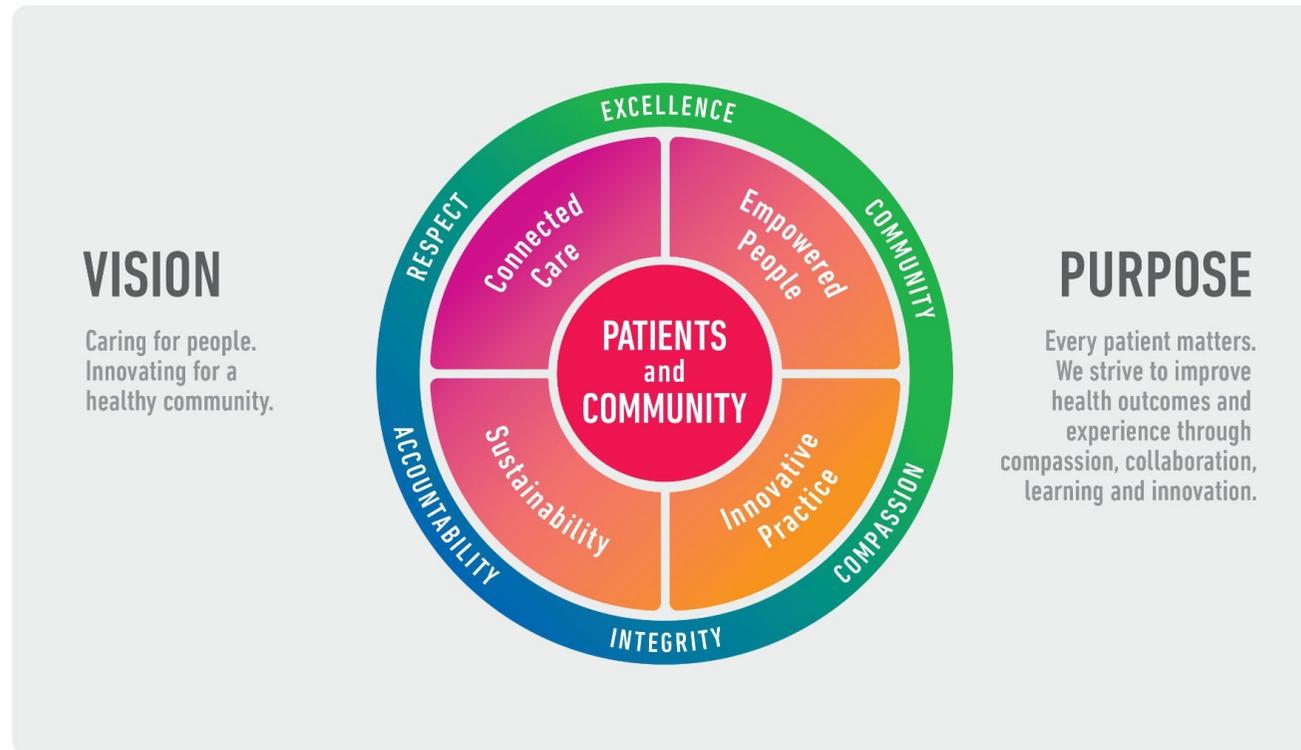
## 2. Overview of Epworth HealthCare

Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are *Respect, Excellence, Community, Compassion, Integrity and Accountability*. More information can be found on the [Epworth website](#).

Epworth's purpose is *Every Patient Matters*. We strive to improve health outcomes and experience through compassion, collaboration, learning and Innovation. Our Vision is *Caring for People. Innovating for a healthy community*.

## 3. Epworth HealthCare Strategy



<b>All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.</b>
<b>Connected Care</b> – Partner with our patients through an integrated, holistic experience tailored to their needs and choices, enabling them to achieve their wellness potential
<b>Empowered People</b> – Enable and empower our people and teams to be their best and make a difference to the patient experience
<b>Innovative Practice</b> – Make a difference to our community through encouraging the ideas of our people and finding new and better ways to care and support care delivery
<b>Sustainability</b> – Be accountable to use resources wisely; to ensure organisational sustainability, enhance access, support the patient journey and create greater capacity for care.

## 4. Purpose of the Position

- The main objective of the clinical research assistant for the Jreissati Pancreatic Centre at Epworth is to support all clinical research activity within the Jreissati Pancreatic Centre at Epworth (JPCE).
- The role will provide support for the JPCE team as a whole and specifically for the Clinical Trial/Research Coordinators and Research Program Manager to effectively and efficiently carry out all research-related duties associated with the department.
- The role will include laboratory responsibilities that pertain to all operational aspects to ensure Good Laboratory Practice (GLP), including, collection, processing, storage and send away of all biospecimens.
- To ensure the clinical research data components of all clinical research activity are maintained within the department adhering to GCP guidelines. This includes but is not limited to administering and entering data into clinical data registries and research databases.

## 5. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
<b>Clinical Research Responsibilities:</b> Participate and contribute to clinical research studies within the JPCE Support the Clinical/Trial Research Coordinators in any and all research activities	<ul style="list-style-type: none"><li>• Assist with both electronic and paper clinical research files (CRFs)</li><li>• Assist with data entry for registries and other research programs</li><li>• Support the implementation and maintenance of all study related records and data within the nominated study management system.</li></ul>
<b>Research Excellence:</b> Successful completion of essential research activities	<ul style="list-style-type: none"><li>• Maintain accurate and comprehensive research study files and documentation</li><li>• Implement and maintain all study related records and data within the nominated study management system</li></ul>

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<p><b>Research Responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• Working closely with the Clinical Trial/Research Coordinators, assisting with biological sample requirements such as:             <ul style="list-style-type: none"> <li>○ Biological sample collection</li> <li>○ Processing of biological samples in the laboratory</li> <li>○ Storage of biological samples</li> <li>○ Shipment of biological samples</li> </ul> </li> <li>• Supporting the Clinical Trial/Research Coordinators with research governance and ethics documents and requirements</li> <li>• Supporting the Research team with research activities such as seminars, presentations and reports</li> <li>• Ensure clinical research is performed at an appropriate standard (GCP)</li> </ul>
<p><b>Communication:</b> Professionally engage key internal and external stakeholders in regard to all research-related activities</p>	<ul style="list-style-type: none"> <li>• Maintain appropriate communication with key internal and external parties</li> <li>• Communicate effectively with investigators, research project teams and research participants</li> <li>• Assist with the coordination and management of third-party service provider activities (pharmacy, pathology and radiology)</li> <li>• Assist with the preparation of high-quality written reports as required</li> </ul>
<p><b>Education:</b> Maintain the highest standard of knowledge and skills in pancreatic cancer and in clinical research practice required for undertaking the role</p>	<ul style="list-style-type: none"> <li>• Assist in the orientation of new research staff to our centre</li> <li>• Attendance at departmental educational opportunities (such as journal club presentations)</li> </ul>
<p><b>Client Relations:</b> Provide exceptional and timely client services</p>	<ul style="list-style-type: none"> <li>• Issues are escalated to the manager and resolved in a timely manner</li> </ul>
<p><b>Team:</b></p>	<ul style="list-style-type: none"> <li>• Attend all team and research meetings as appropriate</li> </ul>

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<p>Successful team integration and support</p>	<ul style="list-style-type: none"> <li>• Provide support for other colleagues and studies within the JPCE team as required</li> <li>• Undertake key tasks or projects as requested by the management of the JPCE team.</li> <li>• Assist with ad hoc research and quality activities under the direction of the Clinical Trial/Research Coordinators.</li> </ul>
<p><b>Governance:</b> Meet all governance standards and benchmarks required for clinical research</p>	<ul style="list-style-type: none"> <li>• Assist with study feasibility and site initiation visits</li> <li>• Assist with the coordination of all trial visits, appointments, procedures and assessments with research participants</li> <li>• Assist clinicians/research fellows with their trial coordination processes to ensure it is carried out in a timely and efficient manner</li> <li>• Assist with all ethics documentation preparation for study submissions or amendments, and provide study progress and final reports as required</li> <li>• Assist with the safety reporting in line with requirements of Human Research Ethics Committees (HRECs) and granting bodies</li> <li>• Assist with the preparation of progress and final reports to the approving HREC as required</li> <li>• Assist the Clinical Trial/Research Coordinator with key stakeholders, investigators and clinicians on research governance standards, procedures and documentation required</li> <li>• Ensure all studies are conducted according to study protocols and relevant legal and regulatory bodies</li> <li>• Adhere to and support research specific policies, standard operating procedures and guidelines</li> </ul>
<p><b>Personal and Professional Development:</b> Participates in all professional and personal development requirements</p>	<ul style="list-style-type: none"> <li>• Undertake and maintain all required training including GCP, Dangerous Goods, study specific, and all internal training as required</li> <li>• Undertake self-directed and formal clinical and research topic learning</li> <li>• Participate in and support JPCE with all research-related activities, including Research Month and research reporting</li> </ul>

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<p><b>Customer Service</b> Epworth is committed to the provision of excellent customer service to all our people, customers and stakeholders including patients and external suppliers. Role model and actively promote a culture of high-quality patient care.</p>	<ul style="list-style-type: none"> <li>• Build customer relationships and greet customers and patients promptly and courteously</li> <li>• Use data to identify breakdowns in internal processes and systems that directly impact good research practice</li> <li>• Respond quickly and proactively escalate concerns when necessary</li> <li>• Role model and actively promote a culture of high-quality research practice</li> <li>• Consistently meet or exceed the expectations of the JPCE team and stakeholders at all times</li> </ul>
<p><b>Safety and Wellbeing:</b>  Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace</p>	<ul style="list-style-type: none"> <li>• Adhere to infection control/personal hygiene precautions</li> <li>• Implement and adhere to Epworth OHS policies, protocols and safe work procedures</li> <li>• Mandatory training completed at agreed frequency</li> <li>• Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan</li> </ul>

## 6. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree in a relevant area such as science, biomedical science and/or health care from an accredited tertiary university</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Extra qualifications in good clinical practice (GCP) and clinical research experience</li> </ul>

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<p>Previous Experience</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Data management skills and competence in computer literacy</li> <li>• Exposure to laboratory techniques including biological sample handling.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Research experience and/or knowledge in oncology</li> </ul>
<p>Required Knowledge &amp; Skills</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Demonstrated data collection skills</li> <li>• Demonstrated computer literacy</li> <li>• Highly organised with a proven ability to prioritise tasks in a busy clinical research environment</li> <li>• Proven ability to work independently and interact well as part of a busy team</li> <li>• Proven ability to undertake clinical research related tasks in a timely and effective manner</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in clinical research with tissue/blood sample collections, processing and storage</li> <li>• Knowledge of medical terminology</li> </ul>
<p>Personal Attributes &amp; Values</p> <p>All employees are expected to consistently work in accordance with Epworth's values and behaviours</p> <ul style="list-style-type: none"> <li>• Respect</li> <li>• Excellence</li> <li>• Compassion</li> <li>• Community</li> <li>• Integrity</li> <li>• Accountability</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Excellent problem solving and decision-making skills</li> <li>• Demonstrated ability to contribute positively within a research team</li> <li>• Demonstrated ability to effectively prioritise</li> <li>• A professional and engaging approach to research</li> <li>• Professional work ethic and flexible work style</li> </ul>

## Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
3 <sup>rd</sup> June 2019	16th January 2026	Centre Program Manager, JPCE

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## Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_