JOB DESCRIPTION
TELETHON KIDS INSTITUTE

Why is this Job Description being written?	☐ New Position ☐ Replacement Position ☐ ✓ Position re-designed ☐ Position not previously described		
POSITION DETAILS:	**Position Title:**	**RESEARCH ASSISTANT – THE ORIGINS PROJECT**	
RFA:	Early Environment	**Research Group:**	The ORIGINS Project
Position reports to: (role)	Study Recruitment Coordinator		
Location: *include all possible locations*	Joondalup Health Campus		

POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why**

To recruit participants in the ORIGINS Project and sub-projects and to follow-up participants at a range of time points during the Project implementation. This position will contribute to the day to day running of The ORIGINS Project, along with a team of other Research Assistants. This position will support the collection of quality research data, including specimens, as part of the Project.

KEY RESPONSIBILITY AREAS ***(Please list in order of importance)***

Key Position Accountabilities What are the main areas for which the position is accountable	***% of Total Role***	***Inputs:*** What are the key activities or tasks to be carried out?	***Outputs:*** What are the expected end results?	***Measures:*** How it is measured

Participant engagement	40%	• Screening and recruitment of participants including, but not limited to, participant phone calls, letters and emails, including appointment bookings and regular contact or compliance post-randomisation calls • Developing and maintaining study-specific protocols, participant information sheets, participant consent forms and master files • Performing research clinic activities including: obtaining written consent, skin prick testing, venepuncture, and administering study specific questionnaires	• Tasks to be completed to a high standard of quality • Completed research tasks according to project timelines and requirements	• Positive feedback from team members • Research tasks completed with high quality in a timely manner
Sample collection	25%	• Prepare visit packs with sample collection tubes, datasheets, informed consent forms, and other relevant materials • Confirm patient suitability and eligibility regarding protocol inclusion and exclusion criteria • Ensure Informed Consent is obtained according to the Guidelines for Good Clinical Practice (GCP) • Collection of study related data and any specimens required for studies according to each study protocol with adherence to GCP guidelines • Communicate and liaise with JHC clinical staff and ORIGINS researchers regarding participant care	• Data and sample collection from participants • Informed consent is documented in accordance with GCP requirements • Collection and processing of biological samples is performed correctly and in a timely manner • Optimal care, advocacy and support given to participants and their families	• Correctly completed informed consent documents filed in appropriate participant records • Biological samples are collected at appropriate time points using the correct materials • Biological samples are delivered to laboratory staff for processing within the required time period for stability • Feedback from team members • Feedback from participants/families

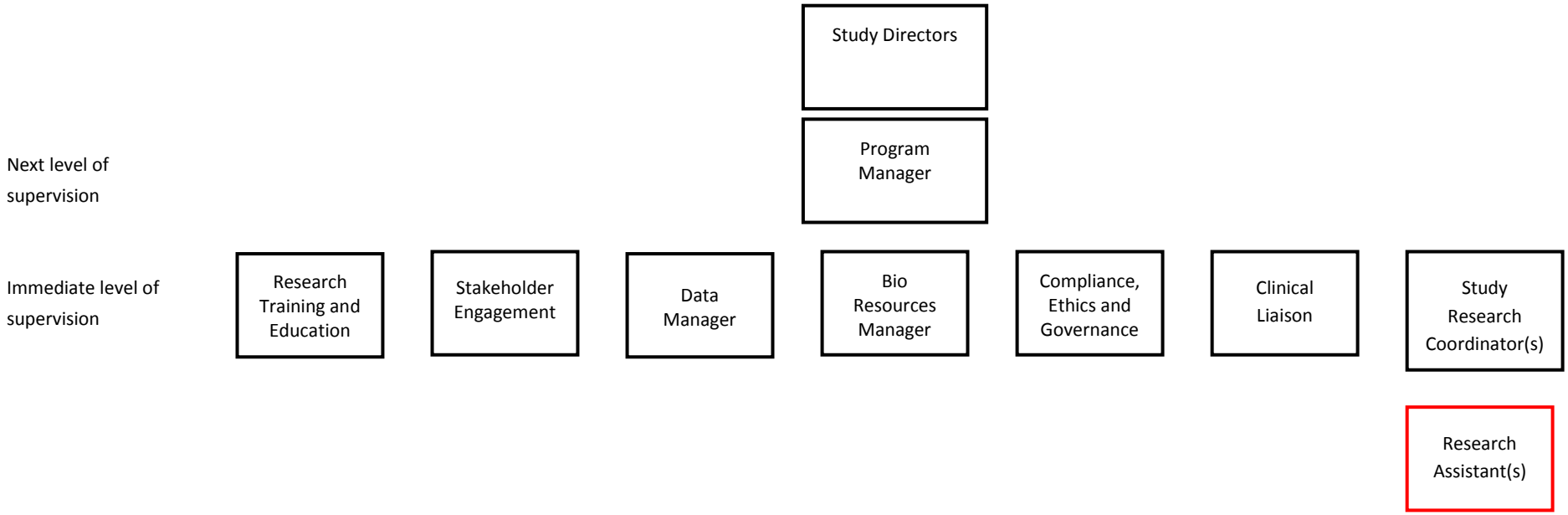
Data collection	25%	• Collection of participant visit data in accordance with Good Clinical Practice and research standards • Entry of participant data into the research database • Follow up on outstanding clinical results and participant information as required.	• Paper participant records are correctly completed and up to date • Participant data is entered into the database in a timely manner • Incomplete data is followed up in a timely manner	• Review of participant paper records • Review of database for missing/incomplete/ flagged data • Paper and electronic records are complete and up to date within required timeframe
Team Membership	10%	• Attend team meetings • Other administrative activities as required • Working cohesively and collaboratively with others – both internal and external	• Tasks completed according to project timelines and deadlines • Effective, harmonious teamwork	• Positive feedback from team members

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:	
Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• Relevant undergraduate science degree
Skills, Knowledge & Experience:	• Ability to work as a part of a team • Ability to obtain Working With Children Check • Right to live and work in Australia • Availability to work on scheduled clinic days • Experience in working with infants and children • High level of interpersonal, verbal and written communication skills • High personal motivation and ability to work independently • Possession of a current WA drivers licence and your own transportation • Strong computer skills using Microsoft Office, data management and analysis programs • Attention to detail • Demonstrate excellent team working skills as well as ability to work using own initiative • Time management skills/ability to prioritise workload

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:	
Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• Registered nurse with current AHPRA registration
Skills, Knowledge & Experience:	• Previous laboratory experience including blood processing and sterile technique • Previous experience in research • Experience in statistical and data analysis • Paediatric experience

SCOPE:			
Financial accountability: Does this role have accountability for a budget?			
No			
People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?			
No. of direct reports	None	No. of indirect reports	None

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)



ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?

This position is subject to a successful Criminal Record Screening Check and a Working with Children (WWC) Check. This is a compulsory check for people who are involved with child-related work in Western Australia.