POSITION DESCRIPTION

POSITION TITLE: Research Nurse

DIVISION / SECTION: Child Health Division

SUPERVISOR: Trial Coordinator

CLASSIFICATION LEVEL: GSL 7

SALARY RANGE: $75,033 - $82,067

STATUS (FTE): 0.8FTE - 1.0FTE

NO. OF POSITIONS REPORTING DIRECTLY: 1

NO. OF POSITIONS REPORTING INDIRECTLY: 0

SUMMARY OF POSITION:

The PREV-IX_COMBO & PREV-IX_BOOST trials are funded by the National Health and Medical Research Council. The aim of the first trial (COMBO) is to compare the impact of two newly licensed pneumococcal conjugate vaccines (PREVenar13 and SynflorIX) on immune response, carriage of pathogens, and otitis media. Around 425 infants will be enrolled over 2.5 years. The second trial (BOOST) is recruiting participants from the COMBO trial and the aim is to compare the pneumococcal booster dose (using either PREVenar13 or SynflorIX) administered at 12 months of age for broader and higher level of immune protection at 18 months of age. The projects currently recruit in both the Northern Territory and Western Australia.

The role of the Research Nurse is to ensure that the trial meets standards of Good Clinical Practice, including informed consent, participant eligibility assessments and adverse event monitoring. The research nurses will be responsible for participant recruitment, clinical data and specimen collection, and follow-up visits according to the Study Protocol and Menzies Standard Operating Procedures. The position involves extensive travel (by light aircraft or 4WD) to remote communities of the Northern Territory up to 5 days at a time.

PRIMARY RESPONSIBILITIES:

Under the supervision of the Trial Coordinator your role will be to:

1. Provide clinical care of the study participants including general health checks, immunisations (NIP Schedule and Study Vaccines) and other general health matters according to study protocols.
2. Perform all clinical aspects of the study including ear examinations, specimen collection (nasal/ear swab and blood collection), review of medical records and complete questionnaires according to the study protocol and standard operating procedures.
3. Ensure the research is conducted in accordance with Good Clinical Practice guidelines.
4. Take part in participant recruitment, informed consent process, retention and follow-up.
5. Collect all Trial and Adverse Event monitoring data and ensure it is stored/transmitted appropriately in accordance with ethical, cultural and confidentiality requirements.
6. Participate in training relevant to the project and position e.g. Ear Health training, Paediatric Phlebotomy, About Giving Vaccines course.
7. Communicate and coordinate effectively with study participants, Chief Investigators and other project staff.
8. Co-ordinate visits to participating communities in remote areas via either air or road (Menzies manual 4WD) under limited supervision.
9. Work with and support a local community health worker in participating communities.
10. Regularly attend study and research program meetings as required.
11. Any other tasks as reasonably required by the supervisor, manager and/or Director.

SELECTION CRITERIA:

Essential:

1. Tertiary nursing qualification and the ability to obtain registration with the relevant Board of the Health Professions Licensing Authority.
2. A willingness to undertake training in the skills required (e.g. Ear examinations; phlebotomy; immunisations) to perform study visits and data collection.
3. Highly developed ability to communicate effectively, both orally and in writing, to a range of audiences including a multidisciplinary team and Aboriginal people.
4. Demonstrated capacity to work independently without direct supervision and maintain good organisational and time management skills to undertake the range of administrative, reporting and liaison activities of this position.
5. Experience with basic computer software applications.
6. Willingness and ability to travel to remote communities by air or 4WD, for up to 5 days at a time as part of a team.
7. The ability to maintain a current Australian driver’s license and Working with Children Clearance (Ochre Card).
8. An understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.

Desirable:

1. Experience working with and knowledge of health issues affecting Indigenous Australians.
2. Experience/qualifications in (ideally paediatric) immunisation, venepuncture and nursing.
3. Knowledge or experience in evidence based medicine and clinical trials.

Approval:

Nicole Wilson
Trial Coordinator PREV-IX_COMBO
And PREV-IX_BOOST Trials

Signature

Date

16 September 2014

Professor Anne Chang
Head of Child Health Division

Signature

Date

16 September 2014
## GSL 7

<table>
<thead>
<tr>
<th>PACKAGE COMPONENT</th>
<th>Minimum Value GSL 7/1 ($)</th>
<th>Maximum Value GSL 7/4 ($)</th>
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<tbody>
<tr>
<td><strong>Gross Salary</strong> (position advertised as General Staff Level 7)</td>
<td>$ 75,033.00</td>
<td>$ 82,067.00</td>
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<tr>
<td><strong>Superannuation</strong> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)</td>
<td>$ 10,504.62</td>
<td>$ 11,489.38</td>
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<td><strong>Salary Packaging Grossed Up</strong> (Based on utilising the full $16,040 salary packaging component plus the $5000 Meal Entertainment Card.)</td>
<td>$ 11,114.50</td>
<td>$ 11,273.28</td>
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<td><strong>Leave Loading</strong> (Payable on the first occasion that an employee takes annual leave after the completion of a full 12 months accrual)</td>
<td>$ 1,484.00</td>
<td>$ 1,484.00</td>
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<td><strong>Total Salary Package</strong></td>
<td>$ 98,136.12</td>
<td>$ 106,313.66</td>
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