POSITION DESCRIPTION

POSITION TITLE: Casual Research Assistant - Optimum Thiamine Intervention (OpT In) Trial

DIVISION / SECTION: Wellbeing and Preventable Chronic Diseases (WPCD) / Alice Springs

SUPERVISOR: Chief Investigator/Project Manager

CLASSIFICATION LEVEL: Academic Level A

SALARY RANGE: $38.35 - $52.04 per hour

STATUS (FTE): Casual

NO. OF POSITIONS REPORTING DIRECTLY: 0

NO. OF POSITIONS REPORTING INDIRECTLY: 0

SUMMARY OF POSITION:

The Optimum Thiamine Intervention (OpT In) Trial is funded by the National Health and Medical Research Council. The aim is to determine the optimum thiamine dose for the treatment and prevention of the neurological disorder Wernicke Korsakoff’s Syndrome by comparing three different treatment regimens. Approximately 450 adult patients will be enrolled in the trial over 4 years. The project recruits participants from the Alice Springs Hospital.

The role of the Casual Research Assistant is to conduct weekend participant recruitment, data collection, and follow-up visits according to the Study Protocol and Menzies Standard Operating Procedures.

This position requires the applicant to work weekends.

PRIMARY RESPONSIBILITIES:

1. Assist in data collection aspects of the study including the completion of assessments and questionnaires according to the study protocol and standard operating procedures.
2. Ensure the research is conducted in accordance with Good Clinical Practice guidelines and in a manner respectful of Aboriginal culture.
3. Assist in participant recruitment, informed consent process, retention and follow-up.
4. Assist with data entry ensuring data is stored/transmitted appropriately in accordance with ethical, cultural and confidentiality requirements.
5. Participate in training relevant to the position.
6. Communicate and coordinate effectively with study participants, Chief Investigators and other project staff.
7. Attend study and research program meetings as required.
8. Any other tasks as reasonably required by the supervisor, manager and/or Director.

SELECTION CRITERIA:

Essential:

1. Attention to detail with ability to observe, collect, and accurately record information in a clinical setting.
2. Ability to communicate effectively, both orally and in writing, to a range of audiences
including a multidisciplinary team and Aboriginal people.
3. Demonstrated capacity to work independently without direct supervision and maintain good organisational and time management skills to undertake the range of administrative and data collection activities of this position.
4. Good written and computer literacy skills to ensure collection and recording of information meets professional standards, including use of the Microsoft Office suite.
5. Understanding of, or an ability to acquire understanding of, the ethical considerations for conducting research with human participants.
6. 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/qualifications in the health, alcohol and other drug or mental health fields.
2. Previous experience in a research position in a health or policy related area, especially with quantitative data collection and handling.
3. Knowledge or experience in evidence based medicine and/or clinical trials.
4. Experience working with and knowledge of health issues affecting Indigenous Australians.

Approval:

Dr Kylie Dingwall
Chief Investigator

Signature
29/1/15
Date

A/Prof David Thomas
WPCD Division Head

Signature
30/1/2015
Date