

## POSITION DESCRIPTION

POSITION TITLE:	Research Nurse or Midwife
DIVISION / SECTION:	Child Health
SUPERVISOR:	Clinical Trial Coordinator
CLASSIFICATION LEVEL:	GSL 7
SALARY RANGE:	\$84,184 – 91,359 pro-rata
STATUS (FTE):	Part-time 0.6 FTE
NO. OF POSITIONS REPORTING DIRECTLY:	0
NO. OF POSITIONS REPORTING INDIRECTLY:	0

### **ABOUT MENZIES:**

Menzies School of Health Research is one of Australia's leading medical research institutes dedicated to improving Indigenous, global and tropical health. Menzies has a history of over 30 years of scientific discovery and public health achievement. Menzies works at the frontline, joining with partners across the Asia-Pacific as well as Indigenous communities across northern and central Australia.

### **SUMMARY OF POSITION:**

The D-Kids trial was awarded funding from the National Health and Medical Research Council to determine whether daily vitamin D supplementation compared to placebo given to mothers from 32 weeks gestation until birth and their infants from birth until 4 months of age, reduces the incidence of acute respiratory infections (ARIs) in terms of hospitalisations or primary care presentations in the infants' first twelve months of life. The trial will be the first to involve Indigenous Australians and guide best practice for vitamin D supplementation in pregnancy and infancy for the prevention of ARIs.

The role of the Research Nurse or Midwife is to ensure that the trial meets standards of Good Clinical Practice, including informed consent, participant eligibility assessments and adverse event monitoring. The incumbent will be responsible for participant recruitment, clinical data and specimen collection, and follow-up visits according to the study protocol and standard operating procedures. This position will be based in Darwin but will require frequent travel to remote communities during recruitment of study participants.

**Aboriginal and/or Torres Strait Islander applicants are strongly encouraged to apply.**

### **PRIMARY RESPONSIBILITIES:**

Under the supervision of the Clinical Trial Coordinator, the Research Nurse or Midwife will:

1. Perform all clinical aspects of the trial including: recruitment, obtaining informed consent, randomisation, retention and follow up, assessment of eligibility, medical records review, collection, transportation and storage of specimens for laboratory analysis and provision of clinical care of study participants including general health checks and other general health matters according to the study protocol.
2. Assist in the development and interpretation (or translation) of participant information sheets and consent forms in plain language to trial participants wherever possible.
3. Ensure all data collection and storage occurs in accordance to Good Clinical Practice (GCP) standards, ethics approval, trial protocol, cultural guidelines, study specific procedures, the Australian Code for the Responsible Conduct of Research and Menzies policies and practice.
4. Collect all trial and adverse event monitoring data and ensure it is stored and transmitted appropriately in accordance to ethical, cultural and confidentiality requirements.

5. Communicate and coordinate effectively with trial participants, research team and other stakeholders.
6. Conduct visits to participating communities in urban and remote areas via either air or road (manual 4WD) under limited supervision.
7. Work effectively with and support local community health workers in participating communities.
8. Any other tasks as reasonably required by the supervisor, manager and/or Director.

## **SELECTION CRITERIA:**

### **Essential:**

1. Tertiary nursing or midwifery qualification and registration with the relevant Profession Health Board Licensing Authority.
2. Understanding and knowledge of health issues affecting the wellbeing of Indigenous children in contemporary Australian society.
3. Highly developed ability to communicate effectively, both orally and in writing, including interpersonal skills to a range of audiences including a multidisciplinary team and Aboriginal people.
4. Demonstrated capacity to work independently without direct supervision under broad direction or as part of a research team, maintain confidentiality, good organisational and time management skills and ability to meet deadlines, to undertake the range of tasks, reporting and liaison activities.
5. Strong record keeping skills, attention to detail, problem-solving skills, resourcefulness, punctuality and positive attitude.
6. Experience with computer software applications in Microsoft Office Suite and in particular Microsoft Excel.
7. Willingness and ability to travel on light aircraft or 4WD to remote communities as part of a team, for up to a week at a time, twice a month.
8. The ability to maintain a current Australian driver license and Working with Children Clearance (Ochre Card).
9. The ability to interact effectively with people from diverse cultures.
10. 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. Research experience or relevant work experience involving evidence-based medicine, clinical trials, health or policy.
2. Understanding of, or ability to acquire understanding of, the ethical considerations for conducting research with participants.

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Approved: Menzies Human Resources

Dated: 26.03.2019

**GSL 7**

<b>PACKAGE COMPONENT</b>	<b>Minimum Value GSL 7/1 (\$)</b>	<b>Maximum Value GSL 7/4 (\$)</b>
<b>Gross Salary</b> (position advertised as General Staff Level 7)	84,184	91,359
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	11,786	12,790
<b>Salary Packaging Grossed Up</b> (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	9,765	9,765
<b>Leave Loading</b> (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,664	1,664
<b>Total Salary Package</b>	<b>107,399</b>	<b>115,578</b>