POSITION DESCRIPTION – Alfred Health

DATE REVISED: 08.09.2020

POSITION: RSR Research Officer / Registry Coordinator

AWARD/AGREEMENT: VICTORIAN PUBLIC HEALTH SECTOR (HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS) SINGLE INTEREST ENTERPRISE AGREEMENT 2016-2020

CLASSIFICATION TITLE: HS3

DEPARTMENT/UNIT: Health Services, School of Public Health & Preventive Medicine

DIVISION: Finance

ACCOUNTABLE TO: Professor Susannah Ahern

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR PURPOSE

To improve the lives of our patients and their families, our communities and humanity.

OUR BELIEFS

Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental
- Excellence is the standard we work to everyday. Through research and education we raise the bar for tomorrow
- We work together. We play vital roles in a team that achieves extraordinary results
- Our leadership shares ideas and demonstrates behaviours that inspire others to follow

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Alfred Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:
- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role

RESEARCH OFFICER

DEPARTMENT/UNIT          Health Services, Department of Epidemiology and Preventive Medicine

FACULTY/DIVISION          Medicine, Nursing and Health Sciences

CLASSIFICATION           HEW 5 ($69,522 – $79,857) / HEW 6 ($80,643 - $ 87,044)

WORK LOCATION            Alfred campus

Organisational context
Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Faculty of Medicine, Nursing and Health Sciences is the largest at Monash University, and consistently ranks in the top 40 universities worldwide for clinical, pre-clinical and health sciences. Monash is recognised as a leading international medical research university, recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub. Monash is a member of the M8 Alliance of Academic Health Centres, a network of international organisations committed to improving global health through research collaboration.

The Department of Epidemiology and Preventive Medicine is part of the School of Public Health and Preventive Medicine, the largest school within the Monash University Faculty of Medicine, Nursing and Health Sciences. Our principal role is to conduct research and to train undergraduate and postgraduate students in public health and preventive medicine. We are Faculty’s principal source of skills in epidemiology (including clinical epidemiology), biostatistics and large scale clinical data-management. Particular expertise in large epidemiological studies, multicentre clinical trials, clinical registries, evidence synthesis and health social science. We work closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. Our skills provide a key resource underpinning translational research within our Faculty.

The Registry Science and Research Unit is a multidisciplinary team of academics, statisticians, IT experts and mixed methods researchers. The unit currently manages six registry projects, a number of related health services research
projects, and provides expert quantitative and qualitative research support to internal and external researchers, clinicians and organisations either running, or interested in establishing, a clinical quality registry. We also provide training in registry and related research methodologies for health services researchers.

**Position purpose**
The Research Officer/Registry Coordinator provides a variety of high-quality research services to support the operations of clinical registries within the Registry Science Unit in the School of Public Health. The main activity for this role will be in supporting the Australian Cystic Fibrosis Data Registry (ACFDR), a longstanding clinical registry that collects information from specialist cystic fibrosis centres across Australia regarding persons with Cystic Fibrosis.

The Research Officer/Registry Coordinator will be responsible for day to day management of the registry, including liaising with clinical sites, and basic data management. They will also contribute to the effective operations of the registry by supporting Steering and Management team meetings, and communications to key registry stakeholders. They will support other research related activities of the registry, and will have the opportunity to participate in relevant academic professional development activities.

The Research Officer/Registry Coordinator works closely with the Unit and broader School researchers, clinicians, consumers, and other external key stakeholders, and operates with excellence in process and judgement to provide efficient research services in accordance with research protocols and standards.

**Reporting Line:** The position reports to the ACFDR Senior Research Fellow of the Registry Science and Research Unit.

**Supervisory Responsibilities:** Not applicable at this point.

**Financial delegation and/or budget responsibilities:** Not applicable.

**Key responsibilities**
1. Oversee day to day management of the data registry, including liaison with participating sites and clinicians.
2. Data management support to participating sites, including Helpdesk support, managing user access to the system, and management of opt out participants.
3. Data quality checking and data cleaning, and identifying and reporting of any software or system issues.
4. Provide regular updates on activity within the registry, including data completeness.
5. Ethics and governance management for the ACFDR including liaison with Human Research Ethics Committees (HRECs) and hospital Research Governance Offices (RGOs) as related to registry activities.
6. Develop and update Standard Operating Principles and Training resources as relevant to the registry.
7. Coordinate meetings of the Management and Steering Committees.
8. Participate in site visits to participating sites with the Data Manager.
9. Participate in registry academic activities including conference proposals and presentations.
10. Ensure compliance with established research methodology, policy, protocols, OHS and regulatory requirements, including correspondence with Human Research Ethics Committees (HRECs) and hospital Research Governance Offices (RGOs) as related to registry activities.
11. Actively participate in and implement continuous improvement activities relating to project, research or technical procedures and quality assurance standards
12. Build and sustain effective working relationships with a network of colleagues, research collaborators and other stakeholders to support and facilitate research objectives

**Key selection criteria**

**Education/Qualifications**
1. The appointee will have:
• a degree in a health or science related field with subsequent relevant experience, or
• experience and specialist expertise in registries and/or clinical trials or broad knowledge in project management and policy fields, or
• an equivalent combination of relevant experience and/or education/training

Knowledge and Skills
2. Demonstrated level of computer literacy and proficiency in the production of high level work using software such as Microsoft Office applications and/or demonstrated experience in working with large datasets
3. Excellent organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines
4. Excellent project coordination skills with the ability to support projects through to completion in accordance with agreed standards and timeframes
5. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative
6. Proven ability to adhere to protocols, standards and guidelines, including a thorough understanding of confidentiality, privacy and research ethics principles as required
7. Highly-developed written and verbal communication skills, including the ability to interact with a diverse range of stakeholders and negotiate positive outcomes to complex issues
8. Experience in governance and management of health data
9. Experience in collaborative projects and stakeholder engagement.

Other job related information
• Travel to other campuses of the University may be required
• There may be a requirement to work additional hours from time to time
• There may be peak periods of work during which taking of leave may be restricted

Legal compliance
Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.