POSITION DESCRIPTION – Alfred Health / The Alfred / Caulfield Hospital / Sandringham Hospital

DATE REVISED: Wednesday, September 9, 2020

POSITION: Research Psychologist

AWARD/AGREEMENT: Medical Scientists, Pharmacists and Psychologists

CLASSIFICATION TITLE: Provisional Psychologist / Psychologist

DEPARTMENT/UNIT: Monash Alfred Psychiatry Research Centre (MAPrc)

CLINICAL PROGRAM: Alfred Brain

DIVISION: Operations

ACCOUNTABLE TO: Professor Jayashri Kulkarni

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 VALUES

Our staff are expected to demonstrate and uphold our values of:

Integrity, Accountability, Collaboration and Knowledge

Our values provide the platform for the way we work and the decisions we make. Through this approach, our Vision and Mission are achieved.

DEPARTMENT

The Monash & Alfred Psychiatry Research Centre (MAPrc), is part of Alfred Brain, Alfred Health Monash University Department of Psychiatry (CCS), and conducts clinical research projects with a focus on research translation into clinical practice and development of new treatments for people with serious mental illness. MAPrc has approximately 65 staff and post graduate students and is based at 607 St Kilda Road Melbourne. The Centre more than 30 active projects in a range of domains including women’s mental health, brain stimulation and neuroimaging, neuropsychology, addiction psychiatry, psychopharmacology, service evaluation and service delivery research. The Department is active in undergraduate medical student teaching, HDR student supervision, delivery of short courses. Professor Jayashri Kulkarni is the Head of Monash University Psychiatry Department and Director of MAPrc.
POSITION SUMMARY

This position will provide senior clinical and research input into a mix of industry sponsored and investigator initiated clinical trials currently being conducted within MAPrc. The position reports to the Research Manager, and Prof Jayashri Kulkarni, Director of MAPrc. This role is based at 607 St Kilda Road, although may require some travel to other sites and partnering community services.

The primary purpose of this position is to conduct clinical ratings and data collection from participants in current clinical treatment trials investigating the effectiveness of new treatments for serious mental illnesses including depression, schizophrenia and complex trauma disorder (also known as borderline personality disorder), plus others. Key tasks include: promoting/advertising the trials to potential participants, recruitment and assessment of suitable participants, collection of clinical and cognitive assessment data, liaison and coordination of other medical and clinical staff working on the trials, collation of source data and entry into an electronic case report form (eCRF), preparation of biological samples for shipping, liaison with a variety of trial vendors, liaison with trial sponsors and CRO’s, and assistance with ethics submissions. The position will also assist with preparation of trial reports, and will contribute to other activities of the research Centre as required and appropriate to the qualifications and experience of the incumbent. The position will be an integral part of the MAPrc clinical trials team.

KEY RESPONSIBILITIES

Participant Related Duties

- To assist with identification and recruitment of suitable research participants into current clinical trials and to support them and maintain their participation throughout the clinical trial process;
- To assist in the conduct of required trial procedures for participants including; conduct of semi structure clinical interviews, completion of rating scales and research instruments, administration of cognitive assessment batteries, and arrangement of trial follow-up visits;
- To liaise with clinical treating teams in relation to potential participants as well as keeping treating teams informed regarding progress of enrolled participants.

Administrative Duties

- Provide administrative support for the research trial including the maintenance and use of electronic and paper-based information systems, data bases, websites and records;

Research

- To be familiar with and operate in accordance with Ethics Committee requirements (for all ethics committees involved across Australia) for the conduct of clinical research and in accordance with the TGA Code of Good Clinical Practice;
- Comply with Alfred Health policy, procedure and protocols in relation to the nature of the research being conducted;
- To maintain good communication and working relationships with sponsors, investigators, colleagues and other staff.
- To uphold and promote the department’s image through high professional standards with all contacts demonstrating an understanding of personal and professional accountability.
• Demonstrate ability to communicate and work with external industry sponsors and research monitors.
• To attend MAPrc research meetings and provide timely and accurate project reports to the investigator / granting body as directed.
• To demonstrate an active interest in professional issues, and take responsibility for own professional development.
• To participate in relevant activities as required, in order to promote and facilitate clinical research.
• Other duties as required within the scope of the classification of this position.

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.
• Comply with Alfred Health medication management and medication safety policies and guidelines.
• In this position, you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.

KEY CAPABILITIES:

Capabilities

1. A demonstrated capacity to work in a collegiate and cooperative manner with other staff in the workplace while also working independently and with initiative.
2. High level organisational skills, with demonstrated capacity to establish and achieve goals
3. Demonstrated advanced level written and oral communication skills
4. Highly developed planning and organisational skills, with the ability to priorities multiple tasks and meet deadlines;

QUALIFICATIONS/EXPERIENCE REQUIRED

1. Current provisional or full registration as a practicing psychologist with qualifications from a recognised university
2. Significant relevant clinical and or clinical research experience in mental health;
3. Clinical trials experience including experience in subject recruitment and retention
4. Proven ability to establish rapport with people living with serious mental illness
5. Sound knowledge of ICH-GCP guidelines

Position Description authorised by: Anthony de Castella, Research Manager, MAPrc
Date: Wednesday, September 9, 2020