

## POSITION DESCRIPTION

**POSITION TITLE:** Clinical Research Coordinator

**CLASSIFICATION:** SO4

**RESPONSIBLE TO:** Head, Tumour Immunology Group

**LOCATION:** Bowen Hills and Auchenflower

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### Position Objectives

The Tumour Immunology Group develops prophylactic and therapeutic strategies for virus-associated malignancies and viral infections. The group runs several investigator-initiated clinical trials of T cell immunotherapies.

As a Clinical Research Coordinator, you will oversee the day-to-day operations of a phase I/II clinical trial of a novel combination immunotherapy strategy to treat brain cancer. This role will coordinate research activities at a clinical trial site, including evaluation and recruitment of eligible participants, the implementation of the study protocol, and completing/collating study documentation. This clinical trial is also supported by Project Managers at QIMR Berghofer.

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### Organisational Context

QIMR Berghofer is a statutory body under the *Queensland Institute of Medical Research Act (1945)*. QIMR Berghofer Medical Research Institute proudly serves the people of Queensland with better health and wellbeing through impactful medical research. Our collaborative research programs address the foremost health challenges of our time. Our research responds to health challenges arising from social and environmental factors and aims to advance Aboriginal and Torres Strait Islander health equity.

QIMR Berghofer has a vision to lead the way to significant innovation in health outcomes, nationally and globally. We are committed to supporting ground-breaking research discoveries, achieving sustainability and conducting impactful research.

The Institute focuses its research within four key Programs:

- Cancer Research
- Infection & Inflammation
- Brain and Mental Health
- Population Health

QIMR Berghofer promotes a *Working Better Together* operating model, recognising that whilst the purpose of the Institute is medical research, and the contribution of researchers is key, it cannot be done without the work of our highly-skilled professional staff. It recognises that we are all here to facilitate the same purpose – *Better health and wellbeing through impactful medical research*. *Working Better Together* is underpinned by the shared understanding and application of our values:

- Excellence
  - Integrity
  - Respect
  - Collaboration
  - Accountability
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### **Reporting Structure**

This position reports to the head of the Tumour Immunology Group and the Principal Investigator at our primary clinical site.

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### **PRIMARY RESPONSIBILITIES**

- Proactively coordinate the clinical trial in accordance with the study protocol, applicable regulations, guidelines and institute policies.
  - Assist in recruiting participants in a manner that reflects the sensitivities of the protocol.
  - Undertake assessments and record source data as dictated by the protocol for the clinical trial.
  - Coordinate participants' tests and procedures, and liaise effectively with other members of the study team to ensure the successful implementation of the trial.
  - Maintain accurate documentation of all study-related activities in accordance with Sponsor requirements, to a standard that will satisfy external audit reflective of ICH-GCP//NHMRC standards.
  - Communicate effectively with all participants, study staff, service providers/vendors, pharmacies, referring doctors, and Sponsors.
  - Undertake efficient, accurate and timely data entry using REDCap (electronic case report forms).
  - Maintain adequate inventory of study supplies.
  - Model and promote excellence and integrity, adhering to the highest quality and ethical standards
  - Ensure that work practices comply with the requirements of the institute's workplace health and safety policies and procedures.
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### **Key Selection Criteria (Qualifications, Experience, Skills, etc.)**

#### ***Essential***

- University degree in a relevant health or biological science field

- A minimum of 2 years' experience working as a clinical research associate, clinical trial coordinator or research nurse, with a demonstrated understanding of medical/therapeutic area knowledge and medical terminology
- Experience in clinical trial coordination and data management
- Current ICH GCP accreditation and an ability to critically interpret ICH GCP
- Demonstrated understanding of the NHMRC National Statement and TGA regulations
- Exceptional written and verbal communication, problem-solving, organisational and time-management skills
- Ability to work autonomously and also collaborate effectively with a multidisciplinary study team, and the ability to negotiate and communicate with relevant internal and external stakeholders
- High level of attention to detail and the flexibility to adapt to changing priorities
- Proficiency in the use of software including Microsoft Word, Excel and Outlook, and the ability to learn to use new software

### ***Desirable***

- Experience in immunology, and immunotherapy or oncology clinical trials
- Experience with the Australian hospital and health system and ideally, experience working in or with hospital cancer clinics.
- Experience with REDCap and other electronic data capture platforms
- Experience in preparation of ethics and governance submissions
- Practical experience working with cancer patients, including those recently diagnosed and/or who have a poor prognosis, with compassionate communication and support for those involved throughout the trial.

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### **Position Hours and Location**

This position is 0.6 FTE for 18 months in the first instance, with the possibility of contract extension subject to ongoing funding. There is an opportunity for flexible work arrangements when specific tasks allow. On-site time will be spent at Briz Brain & Spine, Bowen Hills Medical Specialist Centre, Bowen Hills and The Wesley Hospital in Auchenflower.

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QIMR Berghofer also offers:

- Salary packaging
- State-of-the-art facilities
- Stimulating work setting focussed on cutting-edge medical research
- Supportive/collaborative team environment
- Parental leave provisions