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| **Position Title** | Research Officer – Missing Piece Surveillance Study | **Level** | IRA6 |
| **Reports to (role)** | Marianne Mullane (Project Manager – Skin Health) | | |
| **Team** | Skin Health | | |
| **Location** | Broome, WA (including travel to Derby) | | |

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| **PURPOSE OF POSITION**  *Provide a brief description of the general nature of the position; an overview of why the job exists; and what the job is to accomplish.* |
| Coordinate and implement activities for the Missing Piece Surveillance Study, a school-based surveillance program for Strep A sore throat and skin infections. Key activities include recruiting/enrolling participants, conducting all surveillance procedures (data/sample collection), and maintaining engagement with community schools and other stakeholders. |

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| **KEY RESPONSIBILITIES**  *A maximum of 5 primary responsibilities for the position*  *List in order of importance*  *Workplace Safety is mandatory for all Job Descriptions* |

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| **Key Responsibilities** | **Tasks required to achieve Key Responsibilities** | **Measures** |
| **Participant recruitment (20%)** | Recruitment of participants (obtain consent from parents). Completion of consent forms and record keeping.  Complete recruitment activities in accordance with study protocol, nursing standards and principles of Good Clinical Practice . | Recruitment targets are achieved |
| **Data/sample collection, transport and record keeping (40%)** | Complete data collection with school children for: (a) weekly surveillance activities (b) screening activities 3 times per year. Data collection includes:  - Travel to participant schools as required (Broome and Derby)  - Clinical assessment of children for symptoms of throat infection, and skin sores  - Take skin and throat swab samples  - Complete finger prick blood tests  - Take photographs of skin and throat  - Package, store and assist in sending skin, throat and blood test samples to laboratory  Data collection/storage as per the study protocol and principles of Good Clinical Practice.  All data collected and recorded on the Case Report Form will be captured and stored in the REDCap data management program.  Ensure case report forms (CRF's) and consent forms are stored securely. | Complete and accurate data collection as per study protocols.  All samples correctly labelled correctly.  Storage of data as per protocols.  Quality control of captured data.  Feedback from study team. |
| **Study liaison/relationship management (20%)** | Collaborate and maintain a good working relationship with schools and community stakeholders, study managers, study team and study investigators regularly and where necessary.  Maintain good working relationships and communicate regularly with other Telethon Kids staff and study teams in Broome and Perth office to ensure coordinated approach to research in the Kimberley.  Ensure participants and community stakeholders are made aware of study outcomes and significant findings. | Feedback from stakeholders and study team.  Investigator and post-doctoral fellow aware of study progress and issues that may arise. |
| **Surveillance equipment and materials (10%)** | Ensure surveillance materials are always available and in excess supply. | Reports to the post-doctoral fellow when more supplies are needed. |
| **Other tasks as required (10%)** | Perform other relevant duties as required at the request of the investigator/project manager. | Feedback from post-doctoral fellow/investigator. |
| **Workplace**  **Safety** | * Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. * Identify and assess workplace hazards and apply hazard controls. * Report every workplace injury, illness or near miss, no matter how insignificant they seem. * Abide by Telethon Kids Institute policies and procedures. | * Responsibilities are embedded in work practices. * Hazards are effectively   managed or reported.   * Accidents and incidents are reported in a timely manner. * All applicable safety policies and procedures are sought, understood and implemented. |

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| **ESSENTIAL CRITERIA** |

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| **Qualifications:**  *(what are the minimum educational, technical or*  *professional qualifications required to perform the role)* | Undergraduate degree in health or medical science or related field and/or equivalent relevant industry experience  Registered nurse with AHPRA, or Aboriginal Health Practitioner |
| **Essential Skills, Knowledge & Experience:** | Manual drivers license and experience with driving in remote locations.  Flexible working hours and ability to travel weekly.  Knowledge of consent, ethics of conducting research involving human participants.  Experience working in a dynamic team environment, including ability to work as part of a team based across different physical locations.  Excellent verbal and written communication skills, including demonstrated interpersonal skills and a proactive attitude to relationship building with relevant stakeholders.  Proven project coordination and time management abilities in a research context.  Experience working in Aboriginal health. |

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| **DIRECT REPORTS**  *List by job title any positions to be supervised by this role* | Nil |

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| **Approved by:** | *Signature of the person with the authority to approve the job description and job title* |  |
| **Date approved:** | *Date upon which the job*  *description was approved* |  |
| **Reviewed by P&C:** | *Date when the job description was last reviewed by People & Culture* |  |

