# JOB DESCRIPTION
# TELETHON KIDS INSTITUTE

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| **Why is this Job Description being written?** | ☒ New Position ☐ Replacement Position ☐ Position re-designed ☐ Position not previously described | | |
| **POSITION DETAILS:** | **Position Title:** | **CLINICAL RESEARCH FELLOW** | |
| **Division:** | Early Environment | **Department:** | Childhood Allergy & Immunology Research (CAIR) |
| **Position reports to:** (role) | Chief Investigator | | |
| **Location:** *include all possible locations* | Telethon Kids Institute and Perth Childrens Hospital | | |

**POSITION PURPOSE:** In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why**

The Research Fellow will largely be involved in an Investigator led study funded by the National Health and Medical Research Council (NHMRC) in a world first trial of Peanut and Probiotic Oral Immunotherapy to treat children with peanut allergy.

This role will also be involved in multiple other studies some of which are sponsored by pharmaceutical companies.

Working alongside the Research Nurses, Clinical Research Coordinator, and Research Assistants with direct supervision by the Principal Investigator to deliver high quality research projects this role will also provide clinical support for studies being conducted in the immunology department at Perth Children's Hospital predominantly in the research field of allergy.

The Research fellow will provide clinical expertise under the supervision of the lead investigators and liaise with the sponsors, monitors, participants and their usual health care providers, and ethics committees as necessary. Studies are run in accordance with the Therapeutic Goods Administration (TGA), the National Health and Medical Research Council (NHMRC) and the National Statement on Ethical Conduct in Research Involving Humans.

**KEY RESPONSIBILITY AREAS** ***(Please list in order of importance)***

| ***Key Position Accountabilities***<br>What are the main areas for which the position is accountable | ***% of Total Role*** | ***Inputs:***<br>What are the key activities or tasks to be carried out? | ***Outputs:***<br>What are the expected end results? | ***Measures:***<br>How it is measured |
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| **CLINICAL RESEARCH DUTIES** | 70% | • Attends to consent taking, medical history and other relevant procedures for study participants<br>• Responsible for medical aspects of clinical research appointments<br>• Assessment of adverse events/ Serious Adverse Events as directed by the protocol<br>• Attends to study participant medical concerns and liaises with Principal Investigator as necessary<br>• Availability to provide clinical advice via telephone to research team and study participants<br>• Liaise with participants' GP or other specialists regarding any medical concerns if necessary<br>• Management of anaphylaxis during Double Blind Placebo Controlled Food Challenges, and up-dosing appointments<br>• Available for emergency medical care of participants in Day Treatment Unit | • Optimal medical care of study participants<br>• Thorough medical assessment of AEs/SAEs and other medical events<br>• Appropriate handover of medical issues of participants to GPs and other specialists<br>• Maintenance of Good Clinical Practice (GCP) throughout all clinical research studies | • Participant safety<br>• High participant satisfaction<br>• Good outcomes from monitoring and audits on studies |

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| **QUALITY ASSURANCE** | 20% | • Must practice in accord with Medical Board of Western Australia<br>• Must practice in accord with Standard Operating Procedures for the individual studies<br>• Collection of data in accordance with International Good Clinical Practice and research standards<br>• Maintenance of appropriate and accurate study related documentation<br>• Reports documentation with the various regulatory bodies<br>• Provides assistance in the development of promotional material, protocols, information sheets and ethics submissions<br>• Liaises with and provides referral to Investigators, Sponsors, Regulatory Agencies, Ethics Committees<br>• Participates in the smooth running of daily activities<br>• Works collaboratively with other research staff on relevant projects | • Timely Ethics Committee reports/submissions including safety reporting<br>• High quality study documentation<br>• Low numbers of data queries<br>• Good communication with other team members | • Participant safety<br>• Positive feedback from study sponsors and monitors<br>• Positive outcomes of study audits and monitoring<br>• Good relationships with and positive feedback from other staff members<br>• Meeting of ethics submission requirements and deadlines |
| **PROFESSIONAL DEVELOPMENT** | 10% | • Attendance at investigator's meetings (often interstate)/ conferences<br>• Maintains yearly performance appraisals<br>• Gives research presentations to hospital medical groups, Telethon Kids Institute staff and other health professionals<br>• Working towards developing data for analysis, preparing abstracts for publications<br>• Opportunities for publications | • Presentations at local (VTG, PMH, Telethon Kids Institute) and at national conference level<br>• Authorship on publications<br>New qualifications and skills | • Good performance reviews<br>• Number of published articles<br>• Number of attendances and presentations at local and national scientific meetings attended<br>Progression of career |

| ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE: | |
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| ***Qualifications:*** what are the minimum educational, technical or professional qualifications required to competently perform role | • MBBS or equivalent<br>• Current registration with the Medical Board of Australia<br>• Working with Children check<br>• Criminal Screening |
| ***Skills, Knowledge & Experience:*** | • Training and experience in Paediatrics<br>• Interest in research<br>• Sound computer skills<br>• Proven excellent and verbal communication skills<br>• Ability to work in a multi-disciplinary team<br>• Ability to be self-directed |
| **DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:** | |
| ***Qualifications:*** what are the minimum educational, technical or professional qualifications required to competently perform role | |
| ***Skills, Knowledge & Experience:*** | • Previous research experience<br>• Previous clinical trials experience<br>• Research Publications |

| SCOPE: | | | |
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| ***Financial accountability:*** Does this role have accountability for a budget? | | | |
| • No | | | |
| ***People responsibility:*** Does this role have any direct reports or indirect reports (through direct reports)? No | | | |
| No. of direct reports | 0 | No. of indirect reports | 0 |

## ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

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| Next level of supervision | | | Research Focus Area Head – Early Environment | | | |
| Immediate level of supervision | | | Chief Investigator | | | |
| Other roles reporting to immediate supervisor | Clinical Research Coordinator | Clinical Research Nurse | Clinical Research Fellow | Research Assistant/Admin | | |
| Direct reports (role x no.) | | | | | | |

## ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?