POSITION DESCRIPTION

Clinical Trial Coordinator

POSITION NUMBER

RESEARCH UNIT Macular Research Unit

CLASSIFICATION Professional

EMPLOYMENT TYPE Full time
Maximum term contract (dependent on external funding) – 12 Months

REPORTS TO Senior Clinical Trial Coordinator

BASE SALARY Professional Level 5 - $74,717 - $85,820 (commensurate with experience)

SUPERANNUATION Employer contribution of 10.5%

OTHER BENEFITS Salary packaging available (making part of your salary tax-free and increasing take-home pay)
For more information visit www.smartsalary.com.au

HOW TO APPLY Visit www.cera.org.au and apply via our Study and Careers page

CONTACT FOR ENQUIRIES ONLY CERA Human Resources
t: (03) 9929 8201 e: cera-hr@unimelb.edu.au

Please DO NOT send your application to this email address

The Centre for Eye Research Australia is an equal opportunity employer and is committed to promoting a diverse and inclusive workforce. We encourage people from diverse backgrounds to apply for positions within our organisation.

For further information about us visit www.cera.org.au
Position Summary

This position is an exciting opportunity for a talented optometrist or orthoptist to join the Macular Research Unit (MRU) led by Professor Robyn Guymer to tackle age-related macular degeneration (AMD) – the leading cause of irreversible vision loss in Australia and worldwide. Working as part of the team which includes clinical trial coordinators, basic science researchers, students, junior doctors and ophthalmologists, the incumbent will be primarily involved in research aimed at finding anatomical, functional or other biomarkers of AMD that will allow better monitoring of patients, identification of those at greatest risk of visual loss as well as assessing the effectiveness of new treatments for AMD. This position will be involved in working on every aspect of a trial – recruitment, testing, following participants longitudinally, entering data into case report forms and electronic medical records (such as OpenEyes). Testing will involve using several novel imaging techniques and functional testing not used in a typical clinical setting.

The incumbent will be involved with both MRU’s investigated initiated clinical research as well as research involving external industry collaborators. An important aspect of this position will be to assess patients who have been referred for possible trial participation by providing pre-screening assessment to determine their suitability for current and future research studies. In addition to patients with AMD, MRU also assesses and refers patients with other diseases of the retina, including inherited retinal diseases such as macular telangiectasia and retinitis pigmentosa to trials both within MRU and other units within CERA. Some of this work takes part in a CERA bulk billing clinic.

There is the prospect to take on further responsibility coordinating clinical trials in terms of monitoring trial budgets and assisting with the preparation of ethics submissions, as experience is gained.

Key Responsibilities

1. Work collaboratively as part of a team of Trial Coordinators, Researchers and Principal Investigators to conduct clinical trials

2. Perform patient assessments as required by protocol including (but not limited to): subjective refraction, best corrected visual acuity, intraocular pressure, optical coherence tomography (OCT) scans, OCT angiography, colour fundus photographs, fundus autofluorescence imaging, micro-perimetry, contrast sensitivity, reading speed, dark adaptation and measurement of vital signs, pulse oximetry.

3. Conduct questionnaires on patient reported outcomes, risk factors, sleep.

4. Collection and preparation of human samples including blood, skin (training to be provided), possibly urine.

5. Assist with the identification and recruitment of patients into trials (including outreach to practitioners to encourage referrals and to patient groups) and scheduling of patient appointments

6. Assess and manage patients within bulk-billed clinics based at MRU who have been referred for possible participation in trials.
7. Accurate data collection and entry of study data onto hard copy and electronic Case Report Forms, and electronic data base such as Open Eyes.
8. Communicate with referring practitioners to ensure ongoing good relationships to harness and grow recruitment base.
9. Other duties as reasonably requested.

Selection Criteria

**ESSENTIAL**

1. A tertiary qualification in Optometry, Orthoptics or relevant health science degree and registration with an appropriate board
2. Excellent clinical ability in Optometry/Orthoptics and ophthalmic assisting, with the ability to learn new techniques and procedures
3. Proficiency with OCT acquisition, (experience with Spectralis imaging would be highly regarded)
4. Attention to detail and ability to adhere to documentation guidelines
5. A keen underlying interest in research with an enquiring mind
6. Strong interpersonal skills, including both written and verbal communication skills
7. Ability to use online databases, enter data into iPad and other electronic/computer interfaces
8. Excellent rapport with patients (often elderly)

**DESIRABLE**
1. Clinical research experience
2. Experience with a number of different imaging and functional testing in ophthalmology
3. Experience with clinical trial assessments and reporting
4. Experience with simple data entry procedures and computer database programs

**Job complexity, skills and knowledge**

**Level of supervision/independence**
Reporting to the Senior Clinical Trial Coordinator, the incumbent will require initiative and the ability to work autonomously with some supervision as necessary, and collaboratively as part of a team.

**Problem solving and judgement**
The incumbent must be able to prioritise work in a busy environment and have the ability to reprioritise assignments, often at short notice. In addition, they must be able to coordinate and work with a range of people to ensure tasks are completed on time and to a high standard of excellence.

**Professional and organisational knowledge**
The incumbent needs to become familiar with internal operational policies and standard operating procedures of CERA and the University of Melbourne. The appointed person will be required to obtain a comprehensive understanding of good clinical practice, clinical trial guidelines and specific project protocols. The incumbent must also be able to foster relationships with key individuals and organisational stakeholders both internally and externally.

**Special requirements and other information**
1. CERA is committed to providing a workplace that is healthy and safe for staff, students, patients, visitors, contractors and the community. You are required to be fully vaccinated against COVID-19 (SARS-CoV-2), including with a booster dose, unless CERA grants you an exemption.
2. To be eligible for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.
3. You will be required to consent to a police check. Please note that people with criminal records are not automatically prevented from applying for the position and each application will be considered on its merits.
4. Occasional availability outside normal working hours for events, meetings and networking functions will be required.
5. You may be required to independently travel to various office locations or other external locations to fulfil requirements of the position.
6. This position will have no direct reports.
About us

The Centre for Eye Research Australia (CERA) is an international leader among ophthalmology research institutes. We conduct research with real-life impact looking at the causes of eye disease, preventing blindness through earlier diagnosis and better treatments, and restoring sight.

CERA has multidisciplinary research programs that cover the full spectrum from laboratory-based basic science and stem cell research through to genetics, translational and clinical research, as well as health and population-based research.

We are an independent medical research institute closely affiliated with the University of Melbourne and co-located, at the Royal Victorian Eye and Ear Hospital. The strength of this three-way relationship is key to the successful translation of research from the bench to the bedside.

CERA has two main locations in Melbourne, one at the Royal Victorian Eye and Ear Hospital and the other at Eye and Ear on the Park. We also have laboratory facilities within the St Vincent’s Clinical Sciences Building. We have around 130 staff and students working across our three sites.

Our vision and values

We strive to remain a world-leading eye research institute, renowned for the discovery of the causes of eye diseases and our work in improving diagnosis, prevention, treatment and rehabilitation of eye diseases, vision loss and blindness through our research, clinical work and teaching.

This vision is supported by our values of:

- **Integrity** – We are accountable and honest in the work we do. Credible, ethical and responsible research is our priority.

- **Unity** – We support and respect each other; celebrate our diversity and we pitch in when it is needed. In our work, keeping each other safe is always top of mind.

- **Agility** – We research with ambition, tenacity, innovation and creativity. We are nimble and responsive in our pursuit of excellence.

- **Making a difference** – We value collaborating and sharing our knowledge with each other and our community to make a real difference in the world. We never waiver from our goal of saving sight and changing people’s lives for the better.

Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) responsibilities

CERA is committed to providing a workplace that is healthy and safe for staff, students, patients, visitors, contractors and the community. We aim to develop and maintain a culture that encourages all staff to actively manage health and safety risks and to consider the environment.

Our staff have a duty to take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.