1. POSITION SUMMARY

The Australian Early Psychosis Collaborative Consortium (AEPCC) Registry Officer will work within the AEPC team to help support the development and implementation of the first Australian early psychosis Clinical Quality Registry (CQR) to better understand the outcomes and improve the quality of care for young people experiencing early psychos.

This is an exciting opportunity to join a team that will build a unique enabling platform for the youth mental health sector across Australia that will have a lasting impact on the outcomes for young people experiencing serious mental-ill health.

2. POSITION CONTEXT

Orygen delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental-ill health.

We are a complex organisation. Our activities and workforce are diverse and include:

- Five headspace centres in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people and are operated by Orygen.
- The Centre for Youth Mental Health, a University of Melbourne research and teaching department that is wholly seconded into Orygen. Centre staff are provided with Orygen email addresses and have the use of Orygen systems.
- Orygen Specialist Program (formerly referred to as Orygen Youth Health Clinical Program), a tertiary clinical service that is currently operated by North Western Mental Health, co-located with us at Parkville, Sunshine and Glenroy and also operating at sites in Footscray, and Wyndham. Whilst not under the governance of Orygen, Orygen Specialist Program works in close partnership with us.
- Orygen Digital, which develops and rolls out online clinical platforms that are fully integrated with ‘in-person’ clinical services.
- A training and development unit providing online and face to face training for the mental health workforce both nationally and internationally.
- A policy think tank drawing on Orygen’s research and clinical expertise and partnering and collaborating with key content experts from Australia and around the world to advise government policymakers.
- Centralised professional support functions enabling the organisation to achieve strategic and operational objectives.

The Australian Early Psychosis Collaborative Consortium

This is an exciting opportunity to join the AEPCC team to help lead and shape a new clinical research and translation venture across Australia. Orygen has received funding to establish the Australian Early Psychosis Collaborative Consortium to create a national enabling platform for an early psychosis Clinical Trial and Translation Network (CTTN) and Clinical Quality Registry (CQR) that will focus on the critical early stages of psychotic disorders in young people. The AEPCC platform aims to catalyse, cohere and enhance the development, evaluation and translation of early psychosis research and its impact across Australia and globally.

AEPCC is a national collaborative initiative led by Orygen and will include the national system of Commonwealth government-funded headspace Youth Early Psychosis Programs (hYEPP) and State and Territory-based early psychosis services, the national early psychosis research sector and the early psychosis lived experience sector.

3. ABOUT ORYGEN

<table>
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<tr>
<th>VISION</th>
<th>Young people to enjoy optimal mental health as they grow into adulthood.</th>
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<td>MISSION</td>
<td>Reduce the impact of mental ill-health on young people, their families and society.</td>
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<td>VALUES</td>
<td>Respect, accountability, teamwork, excellence &amp; innovation.</td>
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<td>COMMITMENTS</td>
<td>First Nations people of Australia, young people and their families, LGBTIQA+ people &amp; culturally and linguistically diverse people.</td>
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4. KEY RESPONSIBILITIES AND OUTCOMES

As a key position within the AEPCC team, the AEPCC Registry Officer will be responsible for the following activities:

GENERAL CQR PROJECT MANAGEMENT
- Deliver a compliant CQR in early psychosis to the sector
- Work with the boarder AEPPC team to ensure the CQR is meeting the deliverables of the wider AEPCC grant.
- Work with the AEPCC Executive Officer to develop project plans and annual deliverables.
- Development of CQR policy and operational procedure documents
- Secretariat support to CQR and other AEPCC committees
- Promotion and implementation of the CQR in new sites.
- Assist in managing agreements and contracts with each CQR site
- Work with the AEPCC EO to develop and administer annual budgets
- Work collaboratively and effective with all internal and external AEPCC stakeholders to deliver the program and registry in accordance with funding obligations
CQR DATABASE BUILD AND MANAGEMENT
- Design and build the data warehouse and data collection processes as needed, in collaboration with the AEPCC team, clinical service providers, research team and web developers,
- Produce and manage data definition documents and data dictionaries
- Manage and obtain all necessary approvals for the CQR including ethics and governance applications and supporting applications for new CQR sites
- Maintain effective and transparent relationships with CQR sites, monitoring data quantity and quality
- Ensure all aspects of the CQR are compliant with National regulatory requirements including Privacy in order that the CQR meets Global expectations

CQR REPORTING
- Coordinate data access requests in line with AEPCC data access policies.
- Act in the capacity of Data Custodian in the initial set up stages of the CQR
- Undertake data export cleansing and analysis for reporting
- Produce relevant reports and CQR annual reports

OTHER
- Other duties commensurate with the role, as reasonably required.
- Comply with and support stakeholders to comply with Orygen’s policies and procedures, including taking appropriate action to hold others accountable and promote a workplace culture that is safe, diverse and inclusive.

5. SELECTION CRITERIA
The following criteria must be met for consideration for this position:

5.1 Essential
- Tertiary qualifications in a health sciences or clinical discipline with experience in administration and/or management
- Demonstrated experience in delivering project milestones on time and within budget
- Experience in working with clinical quality registries and/or clinical registries.
- Extensive experience in data management and analysis, preferably at administrator level
- Experience with web-based systems and processes for electronic data capture in healthcare and has knowledge of medical terminology, including International Classification of Diseases coding.
- Highly developed stakeholder engagement and relationship management skills
- Highly developed and inclusive written and verbal communication skills
- An understanding of and commitment to ethics, privacy and confidentiality requirements, particularly in relation to the health information, medical research, data collection, storage, management and security.
- Strong working knowledge of the Australia Code for the Responsible Conduct of Research and the National Statement on Ethical Conduct in Human Research and applicable guidance
- Experience in preparing and implementing multi-site ethics applications and local governance
- Demonstrated ability to work effectively with stakeholders to reach consensus and establish and implement processes

5.2 Desirable
- Experience in the establishment and implementation of new clinical quality registries and/or clinical registries.
- Experience in working in large, multi-site, interdisciplinary collaborative projects undertaken in the Australian health sector
- Demonstrated experience in biostatistics
- Understanding of the early psychosis and broader mental health sectors across Australia
- Experience with the mental health lived experience community and/or with young people (12 – 25 years old).
- Experience in drafting, submitting and presenting scientific abstracts
- Experience in contributing to the writing of funding applications, reports, protocols, policies, research manuscripts and other public-facing publications.
- Previous experience working with Clinical Trials
- Understanding of clinical governance frameworks

6. SPECIAL REQUIREMENTS
- Unrestricted right to live and work in Australia.
- A current National Police Check will be required.
- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
- You may be required to work across more than one of Orygen’s sites, which are currently located within the north and west of Melbourne.
- In line with Government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.

7. ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

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