

POSITION DESCRIPTION

Clinical Trial Coordinator

POSITION NUMBER	New
RESEARCH UNIT	Glaucoma Research Unit
CLASSIFICATION	Professional
EMPLOYMENT TYPE	Part-time, 0.6 FTE Fixed term contract (dependent on external funding) – 2 years
REPORTS TO	Dr Flora Hui – Research Fellow
ANNUAL BASE SALARY	Professional Staff Level 5 \$74,717 - \$85,820 (pro-rata to hours worked) depending on qualifications and relevant experience.
SUPERANNUATION	Employer contribution of 10%
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 <i>Study and Careers</i> page
CONTACT FOR ENQUIRIES ONLY	CERA Human Resources t: (03) 9929 8201 e: cera-hr@unimelb.edu.au <i>Please DO NOT send your application to this email address</i>

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 located within the Glaucoma Research Unit at the Centre for Eye Research Australia (CERA). Working as part of a team of ophthalmic clinicians and researchers, you will be involved in clinical research and assessment of participants in the internationally collaborative trial, The Glaucoma Nicotinamide Trial (TGNT, ClinicalTrials.gov Identifier: NCT05275738, ANZCTR: ACTRN12622000414718). This is a world-first clinical trial looking at whether supplementation with high-dose nicotinamide (vitamin B3) can slow the progression of glaucoma. The position is based at CERA, but you will be part of a trial that includes Melbourne, Adelaide and collaborators in Sweden and Singapore.

Key Responsibilities

1. Be responsible for the coordination of the designated clinical trial, including meeting Human Research Ethics Committee (HREC) and Sponsor requirements
2. Conduct patient assessments such as subjective refractions, best corrected visual acuity, intraocular pressure, OCT scans, electroretinography, colour fundus photographs, perimetry and vital signs as study protocol requires.
3. Assist with the identification and recruitment of patients into trials and scheduling of patient appointments
4. Collect and prepare human samples including blood (training to be provided)
5. Collect and enter study data onto hard copy and/or electronic Case Report Forms in accordance with protocol requirements.
6. Liaise with patients, hospital/clinic staff, other health professionals and study sponsors to facilitate the management of trials.
7. Liaise with the medical records department at the Royal Victorian Eye and Ear Hospital (RVEEH) and private ophthalmology clinics, to obtain required medical histories. Keep detailed records of those histories obtained and those required.
8. Attend meetings with Glaucoma Research Unit staff.
9. Other duties as directed by the Research Fellow and Principal Investigator on the team.

Selection Criteria

ESSENTIAL

1. A tertiary qualification in Orthoptics/Optometry and registration with the Australian Orthoptic Board/AHPRA.
2. Excellent clinical ability in Orthoptics/Optometry and ophthalmic assisting with the ability to learn new techniques and procedures.
3. Experience with basic computer software packages such as MS Word and Excel and good computer literacy.
4. Strong interpersonal skills, including both written and verbal communication skills.
5. Ability and desire to learn new techniques and procedures.
6. Excellent rapport with patients (often elderly) and other healthcare professionals.
7. Ability to work well within a team.

DESIRABLE

1. Clinical trial research experience

2. Experience with clinical trial assessments and reporting.
3. Experience with simple data entry procedures and computer database programs.

Special requirements and other information

1. 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.
2. 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.
3. Successful applicants are required to consent to a police check. Please note that people with criminal records are not automatically prevented from being considered for a position and each application will be considered on its merits.
4. You may be required to independently travel to various office locations or other external locations to fulfill requirements of the position.
5. Occasional availability outside normal working hours for events and networking functions will be required.
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 East 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 Hospital 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.