POSITION DESCRIPTION

POSITION TITLE: Research Coordinator
CLASSIFICATION: RA1
EMPLOYMENT: Full-time
GROUP: Inflammatory Bowel Diseases Group
DEPARTMENT: Immunology
PROGRAM: Mental Health / Complex Disorders
LOCATION: Herston

Position Objectives
As a Research Coordinator with the Inflammatory Bowel Diseases Group and the Colorectal Research Unit, you will be required to support clinician-researchers to collect accurate clinical data, and to obtain and store biological samples from patients who have gastrointestinal illness.

Organisational Context
QIMR Berghofer is a statutory body under the QIMR Act (1945). The mission of QIMR Berghofer is to promote the wellbeing of humankind through medical research, to maintain within the State of Queensland an internationally recognised Centre for Medical Research, to develop that Centre as the primary focus of Medical Research within the State and to co-operate with, and where possible assist the work of other medical research establishments within the State and throughout the world.

The Research Coordinator position will be based within one of Australia’s largest Inflammatory Bowel Disease units and one of the largest laparoscopic colorectal surgery units. The IBD Service manages an extensive clinical and research programme providing support for an IBD case population of over 2000 individuals. The colorectal surgery unit has one the largest databases of laparoscopic colorectal surgery nationally. The successful applicant will work with the IBD team on the Herston campus and the Senior Colorectal IBD Surgeon, Dr David Clark, who also practices at the Holy Spirit Northside Hospital. The research assistant would be shared by the IBD group and the colorectal surgeons of the CRU (Colorectal Research Unit).
Reporting Structure

This position reports directly to the Group Leader, Inflammatory Bowel Diseases Group, and to the Senior Colorectal surgeon.

Primary Responsibilities

- Ensure work practices comply with the requirements of the Work Health and Safety Act, related legislative requirements and the Institute’s WH&S policies and procedures.
- Communicate with patients about research, conduct informed consent discussions, coordinate sample collection, and administer questionnaires.
- Collect detailed clinical data and enter data into dedicated software packages with a high degree of accuracy.
- Manage large research data sets and prepare relevant reports to a professional standard.
- Liaise with registrars and fellows as they progress research projects.

Key Selection Criteria (Qualifications, Experience, Skills, Abilities and Personal Qualities)

Essential

- The applicant must hold appropriate qualifications, i.e. BSc, BNursing, BAppSc(Nutrition) or agreed equivalent.
- Demonstrated computer skills, including Microsoft Word, Excel, Access, email and data base management
- Highly developed communication skills (verbal and written), and proven ability communicate with clinical subjects, other staff and external agencies
- Strong attention to detail and ability to prioritise and work independently to meet deadlines
- Possession of a driver’s licence, and the ability and willingness to travel short distances to other healthcare sites.

Desirable

- Familiarity with detailed clinical research and/or experience working in the Australian hospital and health systems
- Experience as a Research Nurse
- Phlebotomy skills