



CENTRE FOR

Eye Research
Australia

POSITION DESCRIPTION

Clinical Trial Coordinator

POSITION NUMBER	New
RESEARCH UNIT	Macular Research Unit
CLASSIFICATION	Professional
EMPLOYMENT TYPE	Full time Maximum term contract – 31 Aug 2021
REPORTS TO	Research Fellow - Dr Zhichao Wu
BASE SALARY	\$67,742 - \$77,729 commensurate with experience
SUPERANNUATION	Employer contribution of 9.5%
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 <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 Macular Research Unit (MRU) at the Centre for Eye Research Australia (CERA). MRU's main research focus is Age-related Macular Degeneration (AMD), the most common cause of severe visual loss in our community.

Working as part of 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.

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 prescreening assessment to determine their suitability for current and future research studies. In addition to patients with AMD the MRU bulk billing clinic 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.

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. Assisting Trial Coordinators, Researchers and Principal Investigators to conduct clinical trials
2. Performing patient assessments as required by protocol including subjective refractions, best corrected visual acuity, intraocular pressure, optical coherence tomography (OCT) scans, colour fundus photographs, perimetry, dark adaptation and measurement of vital signs.
3. Collection and preparation of human samples including blood, urine and skin (training to be provided).
4. Assisting 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
5. Assessing and managing patients within bulk-billed clinics based at MRU who have been referred for possible participation in trials.
6. Accurate data collection and entry of study data onto hard copy and electronic Case Report Forms.
7. Other duties as directed by members of the MRU team

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. Strong interpersonal skills, including both written and verbal communication skills
6. Ability to use online databases, enter data into ipads and other electronic/computer interfaces
7. Excellent rapport with patients (often elderly)

DESIRABLE

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

Job complexity, skills and knowledge

Level of supervision/independence

Reporting to a senior post-doctoral researcher (Dr Wu) this role requires the initiative and ability to work autonomously with some supervision as necessary.

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. Occasional availability outside normal working hours for events, meetings and networking functions will be required.
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 may be required to independently travel to various office locations or other external locations to fulfill requirements of the position.
4. You may 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.
5. 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 have around 130 staff and students working across our two 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.