POSITION DESCRIPTION

Clinical Trial Assistant

POSITION NUMBER	New
RESEARCH UNIT	Ophthalmic Epidemiology
CLASSIFICATION	Professional 4.4
EMPLOYMENT TYPE	Casual
REPORTS TO	Principal investigator – Ophthalmic Epidemiology
BASE SALARY	$38 per hour plus 25% casual loading
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 *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

The Clinical Trial Assistant will be a key member of the research team of the Ophthalmic Epidemiology unit at the Centre for Eye Research Australia. Together with Principal Investigator and the Ophthalmic Epidemiology team, the Clinical Trial Assistant will conduct research as part of a clinical trial to test the implementation of a fundus camera system coupled with artificial intelligence (AI) technology for screening of common eye diseases and vascular health. The project is funded by the NHMRC Partnership grant and the Medical Research Future Fund, aiming to develop, deploy and validate the AI assisted diagnostic and screening system in various real-world clinical settings.

Working independently with participants in out-patient settings and general practice clinics the successful applicant will be working directly in clinical trial implementation with trial participants and clinicians.

Key Responsibilities

1. Engage, recruit and consent study participants; providing explanation and clarification for participants.
2. Collect and enter study data onto hard copy and/or electronic Case Report Forms in accordance with protocol requirements.
3. Conduct quality control/assurance checks of clinical data.
4. Be responsible for data management, transfer and backup.

Selection Criteria

ESSENTIAL

1. Tertiary education in health or biomedical science related field
2. High level of computer literacy including Microsoft office suite, cloud database management.
3. Excellent interpersonal, verbal and written communication skills
4. Ability to work independently when required but also collaboratively with other researchers and clinical staff.
5. Strong administrative skills to work in fast-paced, clinical environment
6. Attention to detail and ability to adhere to documentation guidelines.

DESIRABLE

7. Current ICH Good Clinical Practice certificate
8. Sound working knowledge of ethical standard and regulations in human research.
9. Experience in RedCap software
10. Experience in patient interaction (AHPRA registration in optometry or nursing is desirable but not essential).
11. Previous experience in medical research, public health, data science, and artificial intelligence technology

Job complexity, skills and knowledge

Level of supervision/independence

The Principal Investigator and team at the Ophthalmic Epidemiology Unit will provide direction and guidance, with the incumbent to show initiative and ability to work autonomously within their level of experience.

Problem solving and judgement

The incumbent will need to prioritise work within high-paced clinical settings. In addition, they must demonstrate organizational skills and an ability to work independently within the scope of the role, whilst ensuring deliverables are completed on time and to a high standard.

Professional and organisational knowledge

The incumbent will need to become familiar with the research protocol and time line of the project, as well as the ethical standards and regulatory requirements of clinical trials.

Special requirements and other information

1. Occasional availability outside normal working hours for events 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 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.