Position Description

Position	**Clinical Research Co-ordinator**
Team / Service	Clinical Trials Unit
Group	Medicine, Cancer and Community Directorate
District	Capital, Coast & Hutt Valley and Wairarapa Districts
Responsible to	ACNM Research Unit, Wellington Blood and Cancer Centre (WBCC)
Children's Act 2014	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
Location	This position is expected to work from Wellington Hospital

Te Whatu Ora

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

Mana whakahaere Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.

Mana motuhake Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.

Mana tāngata Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.

Mana Māori Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

Hutt Valley

Vision
Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Mission
Working together for health and wellbeing.

Ō mātou uara – Values
Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

Capital and Coast

Vision
Keeping our community healthy and well

Mission
Together, Improve the Health and Independence of the People of the District

Value
Manaakitanga – Respect, caring, kindness
Kotahitanga – Connection, unity, equity
Rangatiratanga – Autonomy, integrity, excellence

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

Clinical Trials Unit Perspective

The Clinical Trials Unit (CTU) is part of the Wellington Blood and Cancer Centre and operates under the governance of the Clinical Research Committee who act as a Board of Trustees for the trust funds financing research activities. Staff in the unit coordinate pharmaceutical industry and clinical practice group clinical trials. The staff who are comprised of registered nurses and allied health professionals, also undertake completion of documentation to ensure compliance with Ministry of Health guidelines and legislations, and appropriate national/international regulations.

Purpose of the role

The Clinical Research Coordinator will be working with Medical Oncology, Radiation Oncology and Haematology Teams as a coordinator for the medical oncology, radiation oncology and haematology trials. The role is supported by the CTU infrastructure as well as Blood and Cancer.

The Clinical Research Coordinator will be involved in trial management, data collection, planning/coordination of research activities/assessments, protocol requirements' and patient care related to this.

The Clinical Research Coordinator works in partnership with clinical staff and management within the Clinical Trials unit to ensure patients are well informed and prepared for interventions in a timely and efficient manner and is responsible for facilitation and coordination of clinical trials. The role holder will be responsible for overseeing of clinical trial related activity within the Oncology Services, performing specific clinical trial related activities as specified in trial protocols on patients being treated in clinical trials.

The role holder will be able to work well independently and as an integral part of a team, in a clinically capacity. They will have the ability to collect accurate clinical, medical and lifestyle information, mobilise resources and plan care to meet the individual need of the participants. A function of the role is to assist physicians and scientists in monitoring the health and responses of a patient during a new drug or therapy trial. This will include recording physical assessments and vital signs; coordinate administration of the investigated compounds or therapies and to coordinate research activities.

Communication and liaison with staff is essential in this role to ensure patents receive optimal education, assessment and interventions. This role must ensure the coordination of the daily operational requirements and requires a strong knowledge of standards, processes and polices.

It is essential that the role holder demonstrates a good understanding and commitment to working within:

- the 'NZ guidelines of Good Clinical Research Practice'
- the declaration of Helsinki

All work undertaken will have Ethics Committee approval and appropriate communication, regarding study developments, will be maintained with the Ethics Committee.

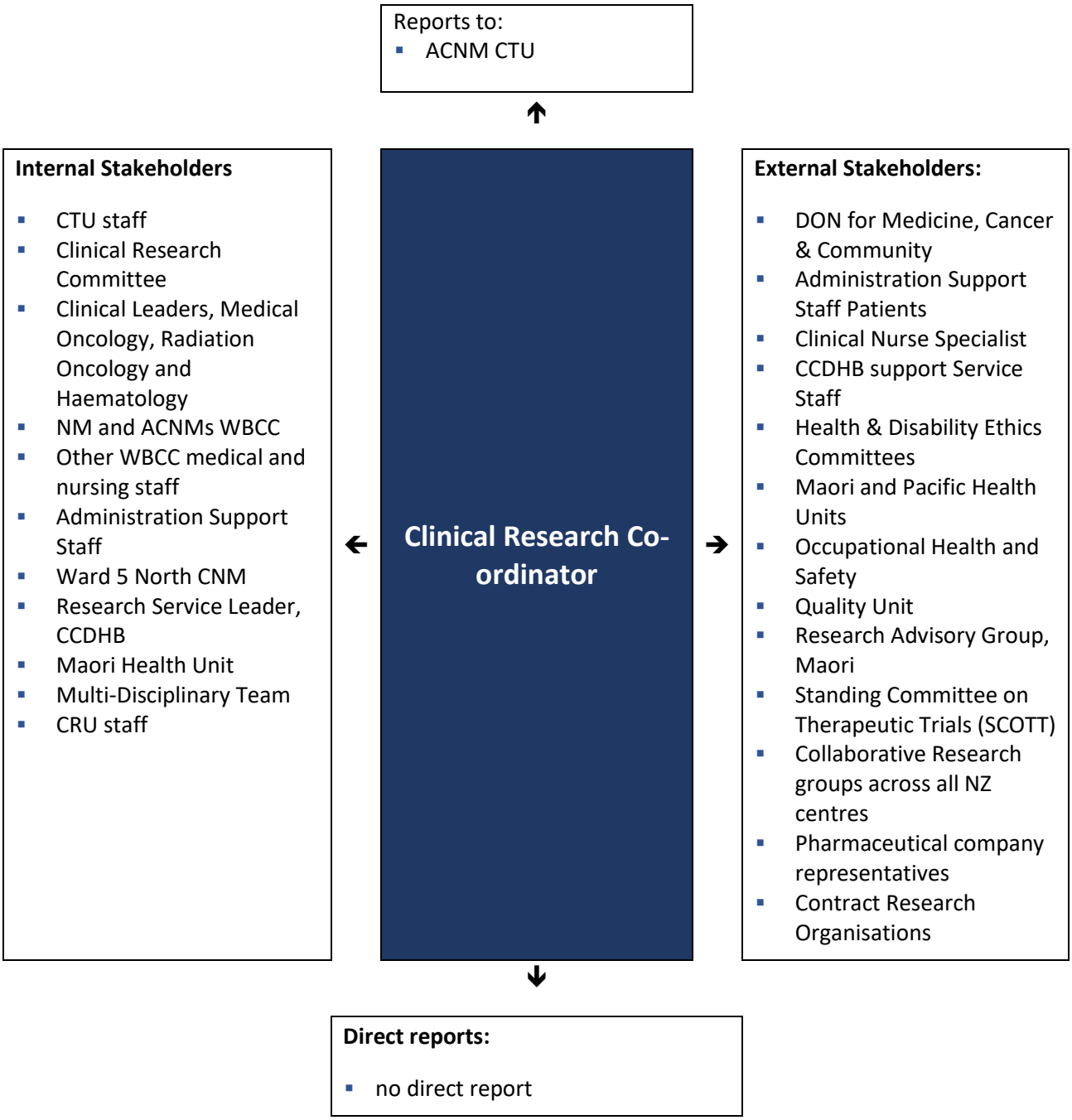
Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
1. Service Delivery	▪ Actively leads in clinical trials co-ordination ▪ Coordination for patients with complex needs
2. Quality and Risk	▪ Comply with protocol, statutory and legal requirements ▪ Delegated responsibility for monitoring, reporting and ensuring quality and standards of practice to support a safe patient journey and workplace

Key accountabilities	Deliverables / Outcomes
	▪ Actively contribute to continuous quality improvement activities within the service ▪ Anticipate and manage clinical risk in their area ▪ Address unsafe practice when observed, document and appropriate use of RE system ▪ Identify issues and undertake audit/practice review ▪ Actively contributes to risk minimisation activities in the CTU
3. Clinical Expertise	▪ Demonstrate sound clinical research practice ▪ Provide clinical research advice to clinical and operational staff on related issues ▪ Initiates discussing matters relating to the patient's progress and preparation for procedures (or not) as appropriate ▪ Work directly with patients and staff in the clinical area as an expert resource, and role model ▪ Utilises a variety of processes for identification of issues problem solving and decision making
4. Patient Preparation	▪ Patients & family/whanau are adequately informed and prepared for the procedure/s ▪ Patients are case managed appropriately (including referrals for allied health input / further assessment, cultural input, discharge planning) in a timely manner – re procedure when applicable
5. Education, Research and Teaching	▪ Identify and support development of patient information resources required ▪ Identify and support development of required, protocols, and guidelines relevant to area ▪ Undertake clinical and professional development in areas of practice relevant to the role.
7. Professional Development	▪ Maintains Good Clinical Practice (GCP) training and certification. ▪ Maintains, monitors and ensures cultural sensitivity in own practice
8. Compliance	▪ Ensure up-to-date knowledge of all areas of compliance related to the CTU
9. Continuous Quality Improvement	▪ Actively contribute to continuous quality improvement activities within the CTU
10. Occupational Health & Safety	▪ Complies with responsibilities under the Health & Safety at Work Act 2015

Key Relationships & Authorities



Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Interpersonal Savvy	▪ Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation ▪ Builds appropriate rapport ▪ Builds constructive and effective relationships ▪ Uses diplomacy and tact ▪ Can diffuse even high-tension situations comfortably
Organising	▪ Can marshal resources (people, funding, material, support) to get things done ▪ Can orchestrate multiple activities at once to accomplish a goal ▪ Uses resources effectively and efficiently ▪ Arranges information and files in a useful manner
Planning	▪ Accurately scopes out length and difficulty of tasks and projects ▪ Sets objectives and goals ▪ Breaks down work into the process steps ▪ Develops schedules and task/people assignments ▪ Anticipates and adjusts for problems and roadblocks ▪ Measures performance against goals ▪ Evaluates results
Decision Quality	▪ Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement ▪ Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time ▪ Sought out by others for advice and solutions
Problem Solving	▪ Uses rigorous logic and methods to solve difficult problems with effective solutions ▪ Probes all fruitful sources for answers ▪ Can see hidden problems ▪ Is excellent at honest analysis ▪ Looks beyond the obvious and doesn't stop at the first answer
Quality & Innovation	▪ Provides quality service to those who rely on one's work. ▪ Looks for ways to improve work processes - suggests new ideas and approaches. ▪ Explores and trials ideas and suggestions for improvement made by others. ▪ Shows commitment to continuous learning and performance development.
Negotiating	▪ Can negotiate skilfully in tough situations with both internal and external groups; ▪ Can settle differences with minimum noise; ▪ Can win concessions without damaging relationships; ▪ Can be both direct and forceful as well as diplomatic; ▪ Gains trust quickly of other parties to the negotiations; ▪ Has a good sense of timing

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- Minimum 3 years as a **health professional,** ideally with knowledge and experience in Medical Oncology, Haematology or Radiation Therapy.
- Ideally, candidates should have experience working within the New Zealand clinical trial environment.
- Evidence of recent hospital experience and expertise
- Phlebotomy and IV cannulation skills is desirable
- Advanced IT used with proficiency in MS office (Excel, Powerpoint, MS Office) package
- Experience with clinical trial documentation and Good Clinical Practice (GCP) is desirable.
- Demonstrate understanding of ethics in relation to clinical research
- Demonstrable experience in giving oral presentations

B. Essential Professional Qualifications / Accreditations / Registrations:

- Good Clinical Practice Certificate (GCP)
- Allied Health professional – tertiary level.

C. Someone well-suited to the role will place a high value on the following:

- Commitment to continuing professional development
- Commitment to Te Tiriti o Waitangi
- High quality care for the patient/client/whanau
- High level of verbal and written communication
- Time management and work organisation ethics

Ma tini, ma mano, ka rapa te whai
By joining together we will succeed