

POSITION DESCRIPTION	
NAME:	JOB TITLE: Research Assistant
PRIMARY JOB PURPOSE:	
To support the conduct and recruitment of MEMOIR: a randomised clinical trial for Complex Regional Pain Syndrome.	
REPORTS TO: (Performance reviewed by):	JOBS REPORTING TO THIS POSITION:
Prof James McAuley <i>MEMOIR Principal Investigator</i>	Nil
ACCOUNTABILITIES: Key areas of responsibility	
<ul style="list-style-type: none"> • Primary contact for trial participants, available to take potential out of hours phone calls • Conducting participant screening for trial eligibility • Liaising with trial medical team and clinicians • Liaising with external contractors, including drug and device manufacturers, warehouses and courier companies • Management of online database system, REDCap. Including daily, weekly and monthly checks to report to Trial Manager and Medical Monitor • Ensuring trial protocol and safety compliance, ensuring data quality and study conduct are in line with ethical standards, and ensuring Good Clinical Practice guidelines are being adhered to • Assisting Trial Manager in recruitment strategies and ensuring recruitment deadlines are being met • Other tasks necessary for the successful completion of the trial. 	
CORE COMPETENCIES/REQUIREMENTS/EXPERIENCE:	
<ul style="list-style-type: none"> • Degree in related discipline, health background desirable (e.g. nursing, medicine) • Research assistance experience in clinical trials desirable, but not essential • Computer skills including word processing and database management, REDCap (Research Electronic Data Capture) experience desirable • Highly developed communication and interpersonal skills • Excellent organisational skills • Ability to work effectively and flexibly in a team environment. 	
OUTCOMES/DELIVERABLES (Measurable Output):	
<ul style="list-style-type: none"> • Recruited and assessed study participants according to study protocol (with support from trial manager) • Scheduled and assisted with medical assessments as required • Provided health resources and assisted participants in need to access relevant information and/or services • Identified and implemented locally relevant recruitment strategies • Participated in regular study team meetings and provided feedback back on any concerns and progress around community engagement and study implementation. 	

KEY RELATIONSHIPS/INTERACTIONS – EXTERNAL AND INTERNAL:

- Reports directly to Prof James McAuley
- MEMOIR trial participants
- MEMOIR external contractors – drug and device manufacturers, warehouses, courier company
- MEMOIR Investigators, board and panel members
- Staff and students of the McAuley Group and Neuroscience Research Australia

WHS RESPONSIBILITIES:

Familiarisation and Compliance with NeuRA general Policies and all NeuRA Work Health and Safety Policies

Responsibilities of all workers:

- Be familiar with and ensure compliance with the WHS Act 2011 and Regulation 2011
- Co-operate with WHS policies and procedures to ensure your own health and safety and that of others within the workplace
- Attend all training sessions as required
- Do not interfere or misuse equipment provided for the health, safety and welfare of persons at work

Additional responsibilities for supervisors: (PCBU)

- Persons Conducting a Business or Undertaking (PCBU) i.e. managers and supervisors, have a duty of care for the health, safety and welfare of all persons in the workplace
- PCBUs must adopt a risk management approach to managing health and safety. This includes undertaking necessary risk assessments
- Attend all required training sessions