



## Clinical Trial Recruitment Coordinator Diabetes Vaccine Development Centre

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The Diabetes Vaccine Development Centre (DVDC) located within the Garvan Institute has been established specifically to identify, evaluate, fund, support and coordinate a range of activities supporting Diabetes Research. Its primary focus is on the development of a small number of promising immunotherapies to prevent, delay the progress or ameliorate the effects of Type 1 diabetes.

DVDC is seeking a Clinical Trial Recruitment Coordinator. The ideal candidate is a motivated and outgoing team-player who also can take initiative and work independently. Principle responsibilities include :

- Daily review, receipt and filing of consent forms from clinical trial participants
- Follow up with potential clinical trial participants regarding incomplete or inaccurate consent forms.
- Coordination of research nurse activities involved in recruitment follow up.
- Dispatch of supplies involved in the clinical trial screening process
- Reporting to the clinical trial project team.
- Maintenance of filing systems and clinical trial databases.

### Essential Skills/Attributes

- Well developed administrative and organisational skills;
- Highly developed interpersonal, communication and presentation skills;
- Previous data entry or database experience;
- Proficiency with Microsoft Office Suite.
- A current driver's license.

Previous experience in research studies is an advantage. This is a fixed term position for 12 months initially.

Salary will be commensurate with relevant qualifications and experience.

Further enquiries should be directed to Dr David Irving on 9295 8314 or [dirving@dvdc.org.au](mailto:dirving@dvdc.org.au). Written applications, quoting Ref No. CTTC08, including a CV and the contact details of three referees, should be forwarded by 17 March 2008 to:

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