POSITION DESCRIPTION

Position Title:	**Research Nurse – Part-Time (or Full-Time)**
Program (or DSG Organisation):	**Diabetes and Obesity**
Reports to (Title):	**Prof Lesley Campbell**
Job Classification & Grade:	**Research Nurse**
Approved By:	**Prof Lesley Campbell**
Date:	**February 2008**

To manage the study, collection of blood and biopsy samples from participants involved in studies conducted in the Diabetes and Obesity Research Program at Garvan.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Take blood samples and patient vitals
- Insert Cannulas
- Blood aliquoting and labelling tubes
- Ensure that blood samples are correctly tracked and processed
- Conduct phone interviews for recruitment purposes
- Assist with screening research participants
- Data entry to maintain the study database
- Other duties as required by supervisors
- Meet regularly with the Principal Investigator of the project and other members of the Clinical Research Facility to discuss current and planned research, and carry out all administration.

KEY COMMUNICATIONS

(i) *Internal: You will report to the Chief Investigator for the project and will also report to the head nurse of the clinical research facility. You will need to liaise with the study dietitian, other research nurses and research doctors. You may be asked to assist on other projects where time permits.*

(ii) *External:You will see research participants on a daily basis for metabolic testing eg: cannulation, taking patient vitals, waist and hip circumference, weight, height, assist with biopsies.*

DECISION MAKING

You will schedule participants and run the study on a day to day basis. Financial accountability is restricted to proper recording and management of items for use during metabolic testing in the CRF.

ORGANISATIONAL ENVIRONMENT

The Clinical Research Facility within the Diabetes & Obesity Research Program provides the basic resource for the conduct of clinical research within the Garvan. This position relates particularly to examining the effects of short term feeding on insulin resistance and diabetes risk.

FORMAL QUALIFICATIONS

Must be a Registered Nurse.

EXPERIENCE, KNOWLEDGE and SKILLS REQUIRED

- Ability to cannulate / assist doctors with minor surgical procedures
- High level of organisation / capacity to work independently

- Ability to work within a team
- Excellent oral and written communication skills
- Basic computer skills (Excel and Word)
- Previous experience in research studies

PERSONAL ATTRIBUTES

The position holder should possess the following personal attributes and qualities:-

This position involves a high degree of patient contact. These individuals are volunteering their time to participate in a research study and every effort will be made to honour their requests. You will be required to adaptable with scheduling and be able to handle multiple tasks. Therefore you must be highly organised, with an ability to work logically and independently. This work also involves a fair amount of data management and therefore you must have experience with excel or other databases. The following personal skills are also required:

Building Internal / External Relationships	Practical Learning
Communication	Quality Orientation/Attention to Detail
Customer Service Orientation	Resilience
Energy	Teamwork/Collaboration
Follow-up	Technical/Professional Knowledge
Impact	Tenacity
Initiative	Tolerance for Stress
Innovation	Work Standards
Integrity	Keyboard Skills
Judgement/Problem Solving	

GENERAL

All staff:

- are required to exercise Occupational Health Safety and Rehabilitation responsibility, accountability and authority as outlined in the Garvan OHS Roles and Responsibilities Document (located on the Garvan Intranet) to ensure a safe working environment for self and others;
- are required to cooperate with and adhere to all health and safety policies, procedures and programs of the Garvan and take all reasonable care that their actions or omission of actions do not impact on the health and safety of others in the Institute;
- have a responsibility to co-operate with management and staff with nominated or elected OH&S functions;
- not misuse, damage, refuse to use, or interfere with anything provided in the interest of occupational health and safety;
- must immediately report any unsafe work conditions or equipment to management; and
- must participate in compulsory safety training.