

Job Description	
JOB TITLE	Research Assistant
REPORTING RELATIONSHIP	Senior Research Fellow
DIVISION	Injury Division
EMPLOYMENT DURATION	TBC
TYPE OF EMPLOYMENT	Casual
DATE	Casual

The George Institute for Global Health

The George Institute for Global Health is a global, not-for-profit medical research organisation, undertaking high impact research across a broad health landscape. Affiliated with the University of Sydney, the Institute is a leader in clinical trials, health policy and capacity-building.

The Institute was established in 1999 and has a global network of top medical experts in a range of research fields, as well as expertise in research design, project management and data and statistical analysis. With a respected voice among global policy makers, the Institute has attracted significant funding support from governments, philanthropic organisations and corporations. George Institute research is regularly published in the top tier of academic journals internationally.

Our mission is to improve the health of millions of people worldwide. We achieve this by:

- Providing the best evidence to guide critical health decisions
- Engaging with decision makers to enact real change
- Targeting global epidemics, particularly of chronic diseases and injury
- Focusing on vulnerable populations in both rich and poor countries

In achieving that mission, we are committed to ensuring the integration of good business practices throughout all our operations.

The Institute has grown rapidly since its inception, and currently employs approximately 600 staff with major centres in Australia, China, India and the United Kingdom. The Institute has projects in over 50 countries and over 1100 collaborators, from local hospitals to world leading academic institutes.

The George Institute is made up of several divisions and programs that oversee numerous large-scale international and regional projects funded by a diverse range of sponsors, both public and private.

The research portfolio of the institute includes randomized trials of new treatment and prevention strategies, observational studies of the causes and outcomes of disease and



injury, and research into healthcare delivery and policy. For more information about the Institute, visit www.georgeinstitute.org

The George Institute is dedicated to the recruitment, development, and retention of the best people from around the world. The pursuit of academic, scientific and operational excellence in a “can do” culture is actively promoted in all our activities.

Context of the Role

The aim of the Injury Division is to conduct high quality research into the causes, prevention and treatment options for various kinds of injury. The primary focus of research is in unintentional injuries. We have a strong research program in Aboriginal and Torres Strait Islander injury prevention, falls prevention, and injury burden and risk factors. The Injury Division has primary responsibility for the conduct of the Institute's research activities in these areas. The Division also offers opportunities for individuals external to the institute to expand their knowledge on injury prevention through an array of teaching and training programs.

The Role & Project

This position will be responsible for the recruitment of children, study visits, follow-up phone calls, data collection and data entry for a multi-centre project “Understanding burn injury in Aboriginal and Torres Strait Islander Children”. The project is funded by a National Health and Medical Research Project Grant.

Reporting Relationships

The position will report to the Senior Research Fellow, Injury Division and will collaborate closely with the clinical contact person based at the Royal Darwin Hospital.

Duties and Key Responsibilities

As a Research Assistant:

- Liaise with clinical staff in the relevant paediatric burns outpatient units to identify potentially eligible participants
- Recruit study participants, including obtaining fully informed consent from parents/guardians and the child if applicable
- Collect data using questionnaires
- Retrieve data from medical records and hospital databases
- Enter study data into the study's electronic Master Database
- Address data queries/errors
- Follow up participants via telephone calls as per the Study Protocol and Standard Operating Procedures
- Perform all study procedures according to Good Clinical Practice principles
- Ensure the appropriate filing and security of study records

As a Team Member:

- Participate in special projects to improve processes, tools, systems and organisation;



- Take responsibility for personal learning and development and for setting achievable and meaningful work objectives and managing personal targets, meeting obligations of The Institute's Performance Management and Development Policy;
- Demonstrate commitment to The Institute's organisational values, including performing to an exceptionally high ethical standard and focus on integrity, collaboration and teamwork in all efforts.

Work, Health and Safety

- Comply with Work Health and Safety legislation and operate in accordance with established Occupational Health and Safety practice and procedures at the Institute;
- Promote and contribute to a safe, secure environment for staff and visitors.

Knowledge, Skills and Experience

- Relevant clinical experience in research in paediatrics and/or Aboriginal and Torres Strait Islander.
- A current OCHRE card for working with children.
- **Demonstrated ability to communicate effectively and with respect when working with families and their children, particularly regarding all aspects of study procedures**
- **Demonstrated ability to respect and maintain the privacy and confidentiality of personal information**
- Demonstrated clinical experience in the hospital setting with experience in research in clinical settings being highly regarded
- An understanding of, or training in, Good Clinical Practice Guidelines that apply to clinical research.
- Ability to work under minimal supervision and in accordance with institutional and study specific policies and procedures
- Highly motivated, well organised individual with good communication skills.
- Excellent time management skills and ability to work under pressure and to timelines
- Enthusiasm for working in research in the health care sector, particularly in the area of paediatric burns and/or Aboriginal and Torres Strait Islander people.
- Excellent reliability and attention to detail
- Team player, willing to learn and grow in a supportive, collaborative environment with demonstrated experience of working in a multi-disciplinary team

Desirable

- Current registration with the Australian Health Practitioners Agency (nursing or allied health).
- A degree / qualification with subsequent relevant experience.

