

## POSITION DESCRIPTION

### Cardiothoracic Research Assistant

This position is a full time (Monday to Friday) 12-month contract with the possibility to extend dependant on funding.

#### POSITION TITLE

Cardiothoracic Research Assistant

#### AWARD

Health Managers (State) Award

#### CLASSIFICATION

Health Service Manager (Level 1)

#### DOES THIS ROLE MANAGE OR SUPERVISE OTHERS

No

#### RESPONSIBLE TO

Head of Research and Head of Department (Cardiothoracic Department - Royal Prince Alfred Hospital)

#### OUR VISION / MISSION

The primary focus of The Baird Institute is to encourage and fund research to improve the surgical outcomes and quality of life for patients facing heart or lung surgery. The money raised by the Institute funds research that directly improves the surgical techniques associated with heart and lung surgery.

The Baird Institute works in conjunction with the Sydney Local Health District (SLHD) and the Charles Perkins Centre. The vision of the SLHD is "to achieve excellence in healthcare for all". This vision incorporates NSW Health's Core Values and a commitment to equity, health improvement, timelines and efficiency, recognising that evidenced based service delivery requires highly skilled and valued staff supported by research, education and state-of-the-art technologies. While the vision of

The Charles Perkins Centre (CPC) is a multidisciplinary research centre committed to improving global health. Their unique, complex-systems approach allows us to bring together researchers in unexpected research collaborations. They CPC is committed to finding real-world solutions to complex issues such as obesity, cardiovascular disease and diabetes.

## PURPOSE OF THE ROLE

The Cardiothoracic Research Assistant will work as part of a team to achieve designated objectives. The role of the Research Assistant will be varied and will require the successful applicant to work on multiple projects within Royal Prince Alfred Hospital (RPAH), the Charles Perkins Centre (CPC) at Sydney University and The Baird Institute. This will include supporting the general research activities of the four research groups in the Cardiothoracic Department of RPAH - the Translational Research Group, the Clinical Outcomes Group, the Clinical Trials Group and the Clinical Governance Group.

## ROLES AND RESPONSIBILITIES

- Assist with the maintenance of the RPAH Cardiothoracic research databases within REDcap including data entry, data management and data export.
- Assist to maintain quality assurance of data integrity
- Liaise closely with the Head of the Cardiothoracic Department at RPAH, Clinical Governance Coordinator and CNCs to ensure adequacy of data entry and to run relevant reports
- Generate and participate in the presentation of study progress reports and study findings to The Baird Institute, RPAH and other key stakeholders. This includes participation in the preparation of peer reviewed journal articles and conference presentations.
- Assist in the preparation of research papers as necessary
- Assist with the general research activities of the Translational Research Group, the Clinical Outcomes Group, the Clinical Trials Group and the Clinical Governance Group.
- Liaise with internal and external study collaborators, health professionals and departments for eg. Medical Records, Ethics and Governance Office and the Charles Perkins Centre.
- Attend relevant educational, investigator and departmental meetings.
- Ensure the privacy of personal information and confidentiality of study data including the management of deidentified study participant records according to national privacy legislation,
- Promote the vision and goals of RPAH, The Baird Institute and the CPC.
- Employ a flexible approach to research related tasks
- Conduct research to achieve study and project objectives
- Assist with processes involved in biobanking and basic science research work with researchers at the Charles Perkins Centre
- Participate in Baird Institute performance appraisals

## SELECTION CRITERIA

1. Health related degree or equivalent experience.



2. Demonstrated previous research experience in clinical, public health or health services research.
3. Excellent skills in quantitative research including database management, project management, basic statistical analysis skills and report writing.
4. Effective interpersonal and verbal communication skills including the ability to communicate successfully with patients, their relatives and clinicians and working as a member of a multidisciplinary team.
5. Strong organizational and problem-solving skills including demonstrated experience of working on concurrent projects.
6. Demonstrated attention to detail and ability to adhere strictly to a research protocol.
7. Excellent computer skills in email, the internet, Microsoft Office, databases (eg. RedCAP, Excel, Access, SPSS) and bibliographic databases (e.g. Medline, Pubmed, Embase).
8. Excellent writing skills including evidence of participation in the presentation of study findings.
9. Experience in basic science laboratory research work.
10. Proven capability to work as a team member in a multidisciplinary team environment.
11. Experience in academic writing skills including the ability to develop study protocols, ethics submissions, reports and publications.

## COMMUNICATION

The Research Assistant will communicate with a variety of stakeholders including:

- Head of Department, Cardiothoracic
- Charles Perkins Centre research staff
- Surgeons, CNCs and other clinical staff
- The Baird Institute staff
- Chief investigators
- Other clinical research staff
- Internal and external departments/organisations
- Research participants and their families

## DECISION MAKING

- The Cardiothoracic Research Assistant will be responsible for making decisions on the day-to-day coordination of their workload to ensure timely completion of tasks.
- Decisions regarding competing project timelines and priorities, the focus of research projects and collaborations and relationships with key stakeholders will be made in consultation with the Head of Department.



**Please contact Catherine Rush at the following email address if further information is required”**

[catherine@bairdinstitute.org.au](mailto:catherine@bairdinstitute.org.au)

