POSITION DESCRIPTION

Position details:

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<tr>
<th>Title</th>
<th>Research Assistant half time in Department of Adult and Trauma Anaesthesia</th>
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<tr>
<td>Reports to</td>
<td>Director of Anaesthetic Research</td>
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<tr>
<td>Date</td>
<td>March 2010</td>
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Purpose of position:
To help run clinical trials in the Department of Anaesthesia at Auckland City Hospital, primarily for Adult and Trauma Anaesthesia. Responsible for identification of suitable patients, informing them about the trials and following them through to completion (often one or more years observation). To liaise with Wards, Theatres, Pharmacy, Anaesthetic and Surgical staff and the patients General Practitioner and occasionally care givers. Also liaison with Regional and National Ethics Committees, the Research Development Office and Maori Research Committee and Patient Advocacy service, funding organisations and Medical Companies.

Key accountabilities:

Clinical and professional leadership:
- To co-ordinate and run clinical trials.
- Identification and recruitment of patients, including informed consent.
- Identification and documentation of suitable patients.
- Ensuring intra-operative and post-operative management protocols are adhered to.
- Perform pre and post operative interviews where relevant.
- Co-ordinate follow-up of patients after leaving the Hospital.
- Liaise with others involved in the treatment and assessment of patients.
- Trial compliance with regulatory authorities.
- Promote ADHB as a centre of excellence for clinical research.
- Help to develop a research based focus to patient care.
- Undertake or lead specific service or organisational portfolio responsibilities as required.

Patient care management/ care coordination:
- Coordinate and help manage the provision of comprehensive multidisciplinary care for patients participating in clinical trials.
- Use their knowledge and skills and evidence based decision making to assess and manage patient / family / whanau needs.
- Provide support to patients entered into clinical trials to achieve best health outcomes.
- Communicate and collaborate with multidisciplinary team to coordinate care and promote best patient and trial outcomes.
- Facilitate internal and external referral to meet individual patient needs.
- Maintain visibility within the clinical environment, role modelling clinical expertise and a commitment to clinical trials and best practice guidelines.
- Monitor clinical outcomes/indicators and manages variance to clinical pathway, protocols or best practice guidelines.
- Accurately document all care assessment and intervention for patients/clients health status, diagnosis and decisions made regarding interventions and referral or follow up.
### Education and clinical teaching:
- Identify the educational needs of patients and staff in relation to clinical trials, new drug treatments and new technologies.
- Educate and provide information to patients / family / whanau to ensure understanding of diagnosis, treatment options, treatment effects and ongoing care.
- Implement education strategies to improve knowledge level and skill application to nursing staff within all ADHB services.
- Act as a nursing resource, providing expert advice and education to health care professionals in relation to clinical trials.
- Identify and support staff education and professional development based on knowledge of the service needs and strategic direction associated with the research.

### Clinical Trials and Evidence based practice:
- Manage and coordinate trial and audit activity throughout the service that the research is in.
- Be proactive in the recruitment of patients for clinical trials.
- Ensure patients receive up to date and accurate information on treatment options to enable them to make an informed choice.
- Ensure extensive liaison within the multidisciplinary team to ensure best possible clinical outcomes for trial patients.
- Promote clinical research both within ADHB and to outside agencies.
- Work collaboratively with the University of Auckland to increase trial activity and ultimately improve health outcomes for all patients.
- Work collaboratively within and external to the organisation, both nationally and internationally.
- Fosters inquiry, critical thinking and research skill acquisition among the ACH workforce.
- Work to ensure the recommended best practice guidelines/policies are research based and relevant across HBO and ADHB.
- Travel to National and International Clinical Trial meetings.

### Continuous quality improvement:
- Contribute to and participate in ADHB and national policy development.
- Demonstrate commitment to quality improvements, risk management and resource utilisation.
- Review and develop clinical standards / protocols and policies and facilitates clinical audit processes.
- Evaluate the effectiveness, efficiency and safety of clinical trial practice.
- Assist in the implementation and management of initiatives to address differential access to healthcare services for Maori.
- Contribute to projects that enhance the clinical implementation of evidence-based practice.
- Act to identify and minimise organisational risk.

### Professional development and clinical competency:
- Lead professional conduct by example.
- Practice in accordance with legal, ethical, culturally safe and professional standards.
- Maintain and develop own clinical expertise and knowledge in clinical research practice and clinical trials.
- Participate in professional supervision as required.
- Pro-actively participate in own performance development and review.
- Attend educational opportunities/conferences relevant to the Anaesthesia Research role and scope of practice.
### Relationships:

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<tr>
<th>External</th>
<th>Internal</th>
<th>Committees/Groups</th>
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| • Other DHB’s  
• Primary health care providers  
• University of Auckland  
• Other tertiary education providers  
• Professional bodies and associations  
• Health and social support agencies  
• Consumer advocates and agencies.  
• National and Regional Ethics committees  
• Maori Research Review Committees  
• Medical and Pharmaceutical Industry  
• Professional funding bodies | • Clinical Leader(s) and Directors  
• Kai Atawhai / cultural staff  
• Anaesthetic and Surgical staff  
• Pharmacy  
• Laboratories | • Quality Groups  
• Specialty practice forums  
• Anaesthetic Research Group |

### Person specifications:

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<tr>
<th>Education and Qualifications</th>
<th>Essential</th>
<th>Desired</th>
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| New Zealand nursing registration or BSc degree | Postgraduate certificate / diploma in specialty nursing practice.  
Working towards completion of Masters Degree. |

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<th>Experience/Knowledge</th>
<th>Essential</th>
<th>Desired</th>
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| Project management experience | Research skills including data analysis and critical appraisal skills and clinical audit.  
Understanding of government health policy  
Data management and storage knowledge of quality improvement processes and principles  
Knowledge and understanding of the Treaty of Waitangi and implications in research practice. |
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<tr>
<th>Organisational competencies</th>
<th>Description</th>
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<td><strong>Leadership</strong></td>
<td>• Is able to work with others, within and outside of clinical research.</td>
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<td><strong>People Management</strong></td>
<td>• Leads, communicates expectations and agreed goals, provides ongoing feedback and objectively evaluates performance.</td>
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<td><strong>Teamwork</strong></td>
<td>• Collaborates with other key players and work groups to achieve objectives.</td>
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<td>• Actively contributes to and accepts consensus decisions.</td>
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<td><strong>Bicultural Approach</strong></td>
<td>• Understands the significance of the Treaty of Waitangi.</td>
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<td>• Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve opportunities for Maori.</td>
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<td><strong>Self Management</strong></td>
<td>• Sets high personal standards and strives to achieve stretching goals.</td>
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<td>• Displays drive and energy and persists in overcoming obstacles.</td>
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<td>• Is proactive and displays initiative.</td>
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<td>• Understands personal limitations.</td>
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<td>• Can work to deadlines to achieve outcomes.</td>
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<td><strong>Patient/client/population focused</strong></td>
<td>• Takes action to fully comprehend the needs of patient/client populations.</td>
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<td><strong>Communication/Interpersonal Skills</strong></td>
<td>• Expresses information effectively, both orally and in writing, adjusts language and style to the recipients and considers their frame of reference.</td>
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<td>• Actively listens, drawing out information and checking understanding.</td>
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<td><strong>Innovation</strong></td>
<td>• Applies skilled analysis and sound reasoning in problem solving/decision making.</td>
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<td><strong>Flexibility</strong></td>
<td>• Ability to adapt and work effectively within a variety of situations, and with various individuals or groups.</td>
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<td><strong>Planning and Monitoring</strong></td>
<td>• Uses action plans to accomplish goals, establishes timeframes and can realistically allocate resources.</td>
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<td>• Able to monitor progress and address problems to achieve outcomes.</td>
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