

Job Description



Position Title	Research Assistant	Level	A
Reports to (role)	Senior Clinical Research Coordinator	Career Stream	Research
Team	Perioperative Medicine		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The purpose of this position is to support a range of paediatric anaesthesia research projects with a particular focus on anaesthesia outcome research including collaborative work with respiratory physiology, general surgery, neonatology, pharmacy and ENT.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Research Activities	- Conduct screening and recruitment of families with children of all ages (newborn babies up to older teenagers) and acuity (healthy volunteers to patients requiring elective or emergency surgery under general anaesthesia). - Perform study specific patient assessments in a clinical area (surgical wards and theatre). - Collect relevant data using research questionnaires and other relevant tools and follow up of participants. - Conduct preliminary reporting of research results. - Organise and finalise reports and other relevant research outcomes. - Work on site in theatre complex with patients within daytime theatre hours. - Calibration, maintenance and quality control of equipment. - Provide research support for a variety of projects.	- Successful recruitment of participants into a variety of research studies. - Successful test results in majority of participants. - Positive feedback from study participants and other staff members. - Timely input of data into project databases. - Presentation to research group of study progress. - Completion of studies.
Project Support	Support coordination and day-to-day management of research projects.	All projects are in compliance with GCP.

	• Ensure Principal Investigators are up to date with all matters. • Monitor study progress (participant recruitment, data entry and overall tracking of project). • Coordinate meetings and study start-up procedures. • Complete project reporting such as ethics and governance. • Assist with/undertake ethics and grant applications/amendments and manuscript preparation. • Prepare presentations and conference posters. • Conduct background research as required.	• Study team and stakeholder feedback. • Feedback from Coordinating Principal Investigator and Research Team. • Applications and amendments submitted within given timeframe. • Successful submission of manuscripts, and conference posters/presentations.
Data Management	• Develop CRFs and associated documents. • Create databases and data dictionaries (REDCAP and other data management software). • Conduct entering, checking, cleaning and coding datasets. • Conduct simple analysis and presentation of data.	• Quality of data cleaning and analysis. • Positive feedback from team leader/collaborator.
Good Clinical Practice	• Maintain records for trials and studies according to Good Clinical Practice (GCP) guidelines and local and national guidelines and laws. • Consenting participants into research, in line with ethical principles of GCP. • Storage and dissemination of confidential data in line with GCP guidelines and maintaining the privacy of participants. • Report on adverse and serious adverse events and ensuring Investigators have reviewed events in timely manner.	• Positive feedback from participants and team members in terms of all stages of research process. • Consistently high levels of confidentiality.
Development & Team Membership	• Work cohesively and collaboratively with others – both internal (direct team members) and external (other institute staff, hospital staff, collaborators and members of the clinical team). • Disseminate information throughout research group and within the Department of Anaesthesia and Pain Management. • Active membership and contribution to the research team. • Train junior staff and students on new study procedures where relevant. • Facilitate education sessions to nurses in PACU and ward. • Liaise with consumer research buddies and the Anaesthesia Research Consumer Reference Panel.	• Positive feedback from team members and collaborators. • Acknowledge as working collaboratively and effectively.
Workplace Safety	• Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work.	• Responsibilities are embedded in work practices. • Hazards are effectively managed or reported.

	- Identify and assess workplace hazards and apply hazard controls. - Report every workplace injury, illness or near miss, no matter how insignificant they seem. - Abide by Institute policies and procedures.	- Accidents and incidents are reported in a timely manner. - All applicable safety policies and procedures are sought, understood and implemented.
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ESSENTIAL CRITERIA

Qualifications:	Bachelor of Science (Health or Physiology) or equivalent.
Essential Skills, Knowledge & Experience:	- Demonstrated experience in independent coordination of clinical trials and multi-centre studies. - Demonstrated capacity to work with children of all ages (neonates to teenagers). - Previous exposure or experience in a clinical environment. - Ability to work within a multi-disciplinary team in a high paced environment. - Ability to work on site at the Perth Children's Hospital and working hours that revolve around theatre schedules. - Basic research skills including recruitment, data collection and protocol adherence. - Experience with working across multiple research projects with different research protocols and multi-tasking. - Experience with Microsoft Office suite, Endnote referencing and editing and other relevant software tools. - Experience with academic databases, database search strategies and literature review process. - Writing skills, including capacity to summarise and communicate technical/clinical concepts in a clear and concise manner. - Self-management, initiative and flexibility. - Awareness of diverse cultural WA populations. - Excellent organisational skills, time-management, prioritisation and attention to detail. - Ability to work as part of a team - Obtaining and maintaining West Australia Working with Children Check is mandatory.
Desirable Skills, Knowledge & Experience:	- Honours degree. - Postgraduate qualifications in Health Sciences (Masters or Postgraduate Diploma).

DIRECT REPORTS	0
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Approved by:	<i>Britta von Ungern-Sternberg</i>
Date approved:	24/07/2025
Reviewed by P&C:	01/10/2026