



Job Description

Job Title	Research Coordinator (part time) - National Centre for Inherited Metabolic Disorders
Job Grade	Dependent on successful applicants' professional background
Location of Post	Temple Street Children's University Hospital.
Competition Reference	HR300
Notes to Applicants	<i>It must be clearly demonstrated on your CV and supporting statement how you meet the required skills, competencies and/or knowledge for the post. Failure to do so may result in you not being shortlisted for interview.</i>
Purpose of the Post	The role of the Clinical Research Coordinator will be a dynamic and developing role managing a number of on-going and new clinical research studies and trials. The post-holder will need to be proactive in pioneering and developing this role in response to the challenges around the on-going healthcare needs of young people and their parents/carers at the National Centre for Inherited Metabolic Disorders.
Reporting Relationship	Reporting to the Clinical Director of the NCIMD and the TSCUH Research Manager
Essential Qualifications & Experience	<p>Each candidate must:</p> <ul style="list-style-type: none">• Hold a recognised university degree obtained with first or second class honours in a relevant area (nursing, allied health, microbiology, biomedical science or similar clinical degree)• Clinical research experience
Desirable Qualifications & Experience	<ul style="list-style-type: none">• Ability to demonstrate appropriate expert clinical knowledge, leadership, education and an ability to use research/audit to develop and improve practice within the organisation.• Experience of clinical trials• Paediatric clinical experience would be advantageous• Understanding of clinical research conduct, legislation and policies



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Knowledge, skills & Competencies	<ul style="list-style-type: none"> • Experience of paediatric clinical trials and studies desirable • Experience coordinating and organising clinical data and samples • Ability to work both independently on a day-to-day basis, as well as in a team environment. • Ability to manage an extensive research programme and coordinate clinical research staff members • Ability to make decisions and problem solve • Excellent interpersonal skills required to communicate and integrate with clinicians, clinical teams, the extended research team, parents, patients, participants and children • Ability to make decisions and meet deadlines • Excellent written and verbal communication skills • Good organizational skills, ability to manage multiple tasks and meticulous attention to detail. • Strong understanding of Microsoft Word, Excel, PowerPoint, Outlook.
Specific Duties	<ul style="list-style-type: none"> • Develop and drive the research programme of the National Centre for Inherited Metabolic Disorders • Promote and support all research activities within the NCIMD • Record and track all research activities at the NCIMD • Maintain research section of NCIMD of website • Manage a number of metabolic research registries • Manage, monitor and evaluate the administration of trial drugs as per clinical trial protocols • Preparing applications to the Ethics Research Committee • Responsible for the organisation and coordination of assigned studies including: patient screening and recruitment, study procedures, data collection, study visits and data inputting/analysis. • Ensure that participants, patients and their families (as appropriate) are fully informed of the purpose of the clinical study and all study procedures prior to their recruitment, as set out in the Patient information leaflet. • Obtaining associated consent and assent as appropriate. • Coordinating sample collection and storage. • Obtaining and storage of study samples • Interacting with research staff, research teams, hospital staff, universities, students, patients, parents and children • Ensuring the conduct of the study is in line with ICH GCP
Education/Continuous Professional Development	<ul style="list-style-type: none"> • Maintain own professional development and competency. • Comply with mandatory training requirements as per hospital policy. <p><u>Continuous Professional Development:</u></p> <ul style="list-style-type: none"> • Successful candidate will be trained and supervised by both the Department of Research and the National Centre for Inherited Metabolic Disorders. Candidate should attend all relevant training courses as agreed by research manager and metabolic Consultants.



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Research / Information Technology	<ul style="list-style-type: none"> Be ICT literate (Microsoft office, excel, database management & Power point)
Health & Safety	<p>These duties must be performed in accordance with the hospital health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with the Hospital Policy as set out in the appropriate department's safety statement, which must be read and understood.</p>
Quality, Risk & Safety Responsibilities	<p>All research staff must hold an up to date Good Clinical Practice certificate.</p> <p><i>It is the responsibility of all staff to:</i></p> <ul style="list-style-type: none"> Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety Participate and cooperate with the Children's University Hospital Quality and Risk and Safety initiatives as required. Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to: <ul style="list-style-type: none"> ➤ National Standards for Safer Better Healthcare ➤ National Standards for the Prevention and Control of Healthcare Associated Infections ➤ HSE Standards and Recommended Practices for Healthcare Records Management ➤ HSE Standards and Recommended practices for Decontamination of Reusable Invasive Medical Devices (RIMD) ➤ Safety audits and other audits specified by the HSE or other regulatory authorities. To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospitals continuous quality improvement programme. <p><i>It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department.</i></p>
Specific Responsibility for Best Practice in Hygiene	<p>Hygiene in healthcare is defined as <i>"the practice that serves to keep people and the environment clean and prevent infection. It involves preserving one's health, preventing the spread of disease and recognizing, evaluating and controlling health hazards."</i></p> <ul style="list-style-type: none"> It is the responsibility of all staff to ensure compliance with



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hospital hygiene standards, guidelines and practices.

- Department heads/ managers have overall responsibility for best practice in hygiene in their area
- It is mandatory to attend hand hygiene and sharps awareness workshops yearly

NOTE:

The extent and speed of change in the delivery of health care is such that adaptability is essential at this level of management. The incumbent will be required to maintain, enhance and develop their professional knowledge, skills and aptitudes necessary to respond to a changing situation. The Job Description must be regarded as an outline of the major areas of accountability at the present time. It will be reviewed and assessed on an on-going basis.

Informal Enquiries

Aoife Coughlan
Research Manager
Email: aoife.coughlan@cuh.ie

Application Details

Applications may be made by submitting a copy of your Curriculum Vitae to recruitment@cuh.ie

Closing Date

Friday, 20th October 2017



Terms and Conditions of Employment Research Nurse/ Research Assistant

Contract Type	The appointment is a part time 1 year contract
Remuneration	Remuneration is in accordance to the professional qualification with the salary scale approved by the Department of Health. Commencing salary will be determined by the candidate's previous experience
Annual Leave	The annual leave associated with the post is to be agreed at job offer stage
Working Week	The hours allocated to this post are 14.8 hours per week. The allocation of these hours will be at the discretion of the Department Head and in accordance with the needs of the service. However you will be required to work the agreed roster/on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8 am to 8 pm over 7 days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement
Pension	Employees of Temple Street Children's University Hospital are required to be members of the Hospitals Superannuation Scheme. Deductions at the appropriate rate will be made from your salary payment.
Probation	<p>All employees will be subject to a probationary period as per the probation policy. This policy applies to all employees irrespective of the type of contract under which they have been employed. A period of <u>9 month probation</u> will be served:</p> <ul style="list-style-type: none">- On commencement of employment- Fixed term to permanent contract- Permanent employees commencing in promotional posts will also undertake a probationary period relating to their new post.
Place of work/location	Your place of work will be at Temple Street Children's Hospital, Dublin 1. Due to the plan for one National Children's Hospital Service and the Satellite Centres, you may be required to transfer with the current hospital/service to a different location in the future. You will be kept informed and advised of the proposed relocation.
Age	Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.



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Maternity Leave	Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001.
Payment of sick leave	The hospital operates a Sickness Absence Management policy in line with the new Public Service Sick Leave Scheme as introduced in 31 st March 2014. An employee cannot avail of paid sick leave during their first six months of employment with the hospital.
Pre-Employment Health Assessment	Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the hospital's Occupational Health Service and if required undergo a medical assessment with this department. Any person employed by the hospital must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.
Validation of Qualifications & Experience	Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.
References	The hospital may seek up to three written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees.
Garda Vetting	The hospital will carry out Garda vetting on all new employees. An employee will not take up employment with the hospital until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees.