

## POSITION DESCRIPTION

<b>Position Title:</b>	<i>Research Nurse</i>		
<b>Division/Unit:</b>	Global and Tropical Health Division		
<b>Report to (Role):</b>	Project Coordinator - BEN		
<b>Classification Level:</b>	G3C1		
<b>Status (FTE):</b>	1.0FTE	<b>Location:</b>	Dili, Timor-Leste
<b>Number of positions supervised:</b>	Directly: 0		
	Indirectly: 0		
<b>Special Provisions:</b>	<ul style="list-style-type: none"> <li>• Vaccinated against COVID-19 and ability to provide suitable evidence to Human Resources.</li> <li>• Willingness to travel to municipalities</li> <li>• Ability to obtain a clear Police Check.</li> </ul>		

### ABOUT MENZIES:

As one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Aboriginal and Torres Strait Islander Peoples, and a leader in global and tropical research into life-threatening illnesses, Menzies School of Health Research continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

### SUMMARY OF THE POSITION:

The research nurse will be responsible for the implementation of fieldwork for research projects in Timor-Leste. Specific project details are included in the statement of duties.

The research nurse will be supervised by the Project Coordinator.

The research nurse ensures that the research meets the standards of Good Clinical Practice (GCP) guidelines. The role involves participant recruitment, clinical data and specimen collection, and follow-up visits, ensuring these are carried out according to the relevant Study Protocols and Standard Operating Procedures. The research nurse also ensure coordination and cooperation with Ministry of Health staff, as well as other Menzies staff in Timor-Leste, working on related projects.

### PRIMARY RESPONSIBILITIES:

The following key responsibilities are not exhaustive and may include others as directed by the Research Coordinator at Menzies School of Health Research Timor-Leste Office.

#### Research Nurse

- Work with the project coordinator and other project staff to identify potential study participants
- Provide study information to potential participants and obtain informed consent
- Collect and store data and keep accurate and complete case records and other required documentation, ensuring the integrity of the research data
- Collect relevant clinical samples, label with required participant details, and liaise with the laboratory team to organise sample testing
- Maintain absolute confidentiality of all patient details and results
- Arrange for all necessary follow up for study participants, and linkage in with ongoing care through the Ministry of Health as relevant

### VISIT US

Rua de Be-Mori No.83  
 Bidau Lecidere, Nain Feto  
 Dili, Timor-Leste

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- Assist in the development and use of protocols, data collection instruments, and guidelines
- Contribute to the delivery of training and capacity building activities
- Attend and participate in regular project meetings as required
- Support other Menzies research projects in Timor-Leste, as required and in consultation with supervisor
- Any other tasks as reasonably required by the supervisor, country manager or project leads

### SELECTION CRITERIA:

<b>1</b>	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Tertiary qualification in nursing, Graduated with a degree in Medicine and other related qualifications in relevant field</li> </ul>
<b>2</b>	<b>Essential Criteria:</b>	<p>Research Nurse or Research Officer:</p> <ul style="list-style-type: none"> <li>• Strong verbal and written communication skills in Tetum.</li> <li>• Good conversational English.</li> <li>• Experience in the use of electronic data collection systems.</li> <li>• Demonstrated initiative, good judgment, strong problem-solving skills, strong work ethic, and flexibility with work tasks.</li> <li>• Flexibility and ability to work well in a team and motivate other team members.</li> <li>• Good time management skills, with the ability to work efficiently while maintaining accuracy and quality.</li> <li>• Ability to manage sensitive issues and maintain confidentiality.</li> <li>• Willingness to learn, continuously improve, and respond positively to feedback and supervision.</li> <li>• Understanding of and commitment to Menzies values, the principles of Equal Opportunity, and contributing to a safe and inclusive workplace.</li> <li>• Engage with local leaders and Ministry of Health staff to communicate regarding study activities and ensure coordination with other relevant activities.</li> <li>• Lead and manage day-to-day team activities required to carry out the study by relevant protocols.</li> <li>• Maintain regular contact with the Project Coordinator to provide feedback on team operations and report any issues or challenges encountered.</li> <li>• With assistance from the relevant technical leads, provide technical support to study team members to ensure activities are effectively completed.</li> </ul>
<b>3</b>	<b>Desirable Criteria:</b>	<ul style="list-style-type: none"> <li>• Research experience and/or relevant work experience involving evidence-based medicine and clinical research.</li> <li>• Strong verbal and written communication skills in English</li> </ul>

### STATEMENT OF DUTIES: - Research Nurse

The Research Nurse role for the BEN Study working in partnership with the Timor-Leste Ministry of Health (MoH) to better understand and tackle childhood malnutrition problem in Timor-Leste. With nearly half of children under five facing stunting, investigating risk factors for severe acute malnutrition is critical to inform interventions and health policies. This research can make a substantial impact on child survival, aligning with global health goals.

This research project aims to investigate risk factors for severe acute malnutrition in Timor-Leste, including gastrointestinal carriage of entomopathogens (bacteria, viruses, and parasites affecting the bowel), and social and environmental factors.

The Research Nurse will enrol 150 children aged 1-59 months who are admitted to the paediatric ward at the Hospital Nacional Guido Valadares (HNGV) in Dili, Timor-Leste, and match and enrol another 300 control children of similar age and residence. The study involves both hospital and community-based research, including anthropometric measurements, stool samples, and environmental sample collection. The role involves assessing the eligibility of participants for recruitment, informed consent, and qualitative interviews with parents/carers in line with the Study Protocols and Standard Operating Procedures (SOPs).

Specific responsibilities for the project(s) will include:

- The role will actively identify eligible patients who have been admitted and meet the study criteria.
- Complete the initial case report form with demographic details, clinical information, and anthropometric measurements.
- Collecting stool samples for all participants for processing in the National Health Laboratory.
- Identifying potential participants for recruitment as controls.
- In addition, the research team will collect environmental samples (soil and or animal faeces) from the area around the house where children crawl and play for all enrolled children. Environmental and animal samples will be tested using PCR by the veterinary technicians at the Veterinary Diagnostic Laboratory (VDL) and Water samples from each family's water source will be collected at the time of the home visit. Water samples will be tested for contaminants and pathogen presence at the NHL Toxicology laboratory.
- Responsible for collecting informed consent.
- Responsible for the data collection and entering it into the RedCap including conducting qualitative interviews with parents/carers and recording in RedCap.
- Responsible for providing expert advice on consumable items for clinical work.
- Responsible for transport of samples to the laboratory and liaising with laboratory staff to ensure all protocols are followed.

**Research Nurse (in addition to the above):**

- Responsibility for some stakeholder engagement
- Work closely with the Project Coordinator to plan activities and ensure they are delivered in the field.
- Responsibility in the field, when the project coordinator is not there including support for team members, financial responsibility (for example per diems)
- Be an active team player that fosters excellent team collaboration and coordination, regularly demonstrating initiative in the field.

**COVID-19 Safety Requirements:**

1. Menzies encourages all staff to be fully vaccinated in accordance with the latest guidance and recommendations for COVID-19 vaccination as issued by the Australian Technical Advisory Group on Immunisation (ATAGI).
2. Menzies requires all staff to implement, as directed, risk control strategies that provide them with protection from COVID-19 in the workplace such as good hygiene practices, mask wearing, physical distancing and any other reasonable direction.

**Country Manager**

Name:	Antonio Goncalves		
Signature:		Date:	24/03/2025