POSITION DESCRIPTION

Position Title:	*Research Nurse OPTIMAL Study*		
Division/Unit:	Child and Maternal Health Division / International Child Health		
Report to (Role):	Senior Project Coordinator		
Classification Level:	Category G3C1-G2B1		
Status (FTE):	1.0FTE	**Location:**	Dili, Timor-Leste
Number of positions supervised:	Directly: 0		
	Indirectly: 0		
Special Provisions:	• Vaccinated against rabies or willing to receive the rabies vaccination. • Travel to municipalities, including participants' homes, to facilitate research activities and conduct follow-up visits as required. • Have a recent National Police Clearance Certificate.		

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 Opportunistic Pneumococcal Immunisation Trial in Malnutrition (OPTIMAL) is a randomised controlled trial (RCT) of pneumococcal conjugate vaccine (PCV) in children recovering from severe acute malnutrition. The project is funded by the Australian National Health and Medical Research Council (NHMRC).

Based in Dili, Timor-Leste, the Research Nurse is responsible for implementing the study and supporting project staff to ensure positive outcomes. Reporting to the Senior Project Coordinator and working under the guidance of the Chief and Principal Investigators, this role is critical in upholding Good Clinical Practice (GCP) guidelines and ensuring adherence to the study protocol. Key responsibilities include safeguarding participant safety, ensuring regulatory compliance, maintaining data quality and completeness, managing medication and specimen accountability. The Research Nurse's specific duties, detailed in the statement of responsibilities, are essential for the ethical and successful implementation operation of the trial.

PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the Supervisor:

Responsibilities:

1. Under direction of the site Principal Investigator support the Senior Project Coordinator in the delivery of the clinical trial in compliance with funding agreements and contractual obligations.
2. Collaborate with the Senior Project Coordinator and other project staff to identify and screen potential study participants.
3. Provide detailed study information to potential participants and obtain informed consent as per protocol requirements and in accordance with GCP requirements.

4. Collect, store, and maintain accurate and complete case records and documentation, ensuring data integrity, confidentiality, and compliance with ethical standards throughout the study.
5. Collect and handle relevant clinical samples appropriately, ensuring proper labelling, documentation, and coordination with laboratory teams to facilitate timely testing and result tracking.
6. Administer vaccines to participants in line with standard operating procedures, monitor participants for immediate reactions, and document all relevant details.
7. Oversee participant safety throughout the study by monitoring for adverse events, documenting observations, monitoring for any subsequent hospital admissions and escalating any safety concerns to the clinical team as needed.
8. Maintain confidentiality of participant information and ensure secure data management is practiced.
9. Organise follow-up visits for study participants and liaise with community health centres and/or local hospitals to facilitate linkage with ongoing health care as relevant.
10. Assist in the development and implementation of standard operating procedures, data collection tools, and guidelines.
11. Contribute to the delivery of training and capacity-building activities to enhance team skills and knowledge.
12. Actively participate in project meetings as required.
13. Support other Menzies research projects in Timor-Leste, as required and in consultation with the Investigators and supervisor.
14. Any other tasks as reasonably required by the Investigators and supervisor

SELECTION CRITERIA:

1	**Qualifications:**	1. Minimum bachelor's degree in nursing 2. Minimum 2 years post graduate clinical experience 3. Previous experience and knowledge of child health including vaccine handling and administration.
2	**Essential Criteria:**	1. Demonstrated strong verbal and written communication skills in both Tetum and English and proficient in the use of computer applications e.g. Microsoft office. 2. Extensive experience in child health nursing, with a solid understanding of child-specific healthcare needs and considerations in a clinical research setting. 3. Knowledge of Good Clinical Practice (GCP) guidelines and their application in clinical research to ensure ethical and regulatory compliance. 4. Demonstrated initiative, sound judgment, strong problem-solving skills, and a robust work ethic, with the flexibility to adapt to various tasks. 5. Ability to work collaboratively within a team environment, demonstrating flexibility and ability to motivate team members effectively. 6. Excellent time management skills, with a proven ability to work efficiently while maintaining a high level of accuracy and quality in all tasks. 7. Ability to manage sensitive issues with discretion and maintain strict confidentiality. 8. Understanding of and commitment to Menzies values, the principles of Equal Opportunity, and contributing to a safe and inclusive workplace.

		9. Ability to engage with local leaders and Ministry of Health staff to communicate study activities.
3	**Desirable Criteria:**	1. Research experience and/or relevant work experience involving evidence-based medicine and clinical research. 2. Clinical experience in a paediatric setting including care of children with severe acute malnutrition and blood collection.

STATEMENT OF DUTIES:

Duties include:

1. Actively identify and screen eligible patients admitted to the hospital who meet the study criteria, providing them with clear information on the study's purpose and procedures to facilitate informed recruitment into the study.
2. Obtain informed consent from participant's parents or their guardians, ensuring they fully understand their child's participation and responsibilities.
3. Complete all case report forms in compliance with the study protocol and standard operating procedures (SOPs) ensuring accurate, comprehensive, and timely documentation of all participant information.
4. Blood, saliva, nasopharyngeal, and stool sample collections from paediatric participants in accordance with study protocols. Ensure proper labelling, documentation, and handling of all samples including basic laboratory procedures to preserve the integrity of the samples.
5. Administer vaccines to participants in accordance with SOPs, monitor for immediate reactions, and accurately document all relevant details, including dosage, batch numbers, and participant identifiers.
6. Ensure proper handling, storage, and transport of vaccines, maintaining the required cold chain conditions to preserve vaccine integrity. Monitor temperature logs, check expiration dates, and follow established protocols for transport to and from the study site to avoid any compromise in vaccine efficacy. Coordinate with relevant staff to address any cold chain deviations promptly, documenting actions taken to maintain compliance with GCP and SOP standards.
7. Collect and manage study data, entering information accurately into the electronic data capture system, and conduct regular data quality checks to maintain data integrity.
8. Provide expert advice on the necessary clinical consumables required for the study, ensuring all items are available and used according to best practices.
9. Engage with stakeholders as required to foster effective communication about study objectives and activities.
10. Collaborate with the Senior Project Coordinator to plan field activities, ensuring they are organised and conducted according to project timelines. This includes contacting participants families to arrange the study visit and confirm if required on the day of travel.
11. Travel to municipalities across Timor-Leste, including remote locations, to facilitate study activities. This includes participant home visits.
12. Maintain regular communication with the Senior Project Coordinator to provide updates on team operations and report any issues or challenges encountered.

Country Manager

Name:	Antonio Goncalves		
Signature:		Date:	17/04/2025