

Position Title:	RHD Research nurse		
Division/Unit:	Global and Tropical Health Division		
Report to (Role):	Project coordinator		
Classification Level:	Category G3C		
Status (FTE):	1.0FTE	Location:	Dili, Timor-Leste
Number of positions supervised:	Directly: 0		
	Indirectly: 0		
Special Provisions:	<ul style="list-style-type: none"> Vaccinated against COVID-19 and ability to provide suitable evidence to Human Resources. Willingness to travel to municipalities including participants homes to facilitate research activities and conduct follow-up visits as required. Ability to obtain a clear Police Check 		

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 implementation of fieldwork for research projects in Timor-Leste. A research nurse team leader will have additional responsibility for oversight of research study implementation and support for other staff involved in the project. Specific project details are included in the statement of duties.

The research nurse will be supervised by the project coordinator.

The research nurse will ensure 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 or research nurse team leader will 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 Nurses:

- 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
- 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:

1	Qualifications:	Tertiary qualification in nursing
2	Essential Criteria:	<p>Research Nurse</p> <ul style="list-style-type: none"> a) Strong verbal and written communication skills in Tetun b) Good conversational English c) Experience in use of electronic data collection systems d) Demonstrated initiative, good judgement, strong problem-solving skills, strong work ethic and flexibility with work tasks. e) Flexibility and ability to work well in a team and motivate other team members. f) Good time management skills, with ability to work efficiently while maintaining accuracy and quality. g) Ability to manage sensitive issues and maintain confidentiality. h) Willingness to learn, continuously improve and respond positively to feedback and supervision. i) Hold or be able to obtain a National Police Clearance certificate. j) Understanding of and commitment to Menzies values, the principles of Equal Opportunity and contributing to a safe and inclusive workplace. <p>Research Nurse Team Leader (in addition to above criteria):</p> <ul style="list-style-type: none"> k) Leadership experience, with demonstrated capacity to lead a team l) Extensive experience in health research
3	Desirable Criteria:	<ul style="list-style-type: none"> a) Research experience and/or relevant work experience involving evidence-based medicine and clinical research. b) Strong verbal and written communication skills in English

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.

STATEMENT OF DUTIES: RHD Research Nurse–

The Research Nurse role will work on the Acute Rheumatic Fever Diagnosis Collaborative (ARC) study. The ARC project is part of a global partnership aiming to develop and validate novel methods for diagnosing RHD and improving our understanding of Acute Rheumatic Fever (ARF). We want to ensure high-quality epidemiological surveillance, inform vaccine safety and trials and help innovate new ARF prevention and treatment strategies to reduce the burden of RHD.

The Research Nurse will be responsible for collecting blood samples from the community visiting two selected health services sites (HNGV and Comoro CHC) in Dili. The role involves assessing eligibility for the trial, participant recruitment, informed consent, clinical data and specimen collection, and adverse event monitoring, in line with the Study Protocols and Standard Operating Procedures.

Specific responsibilities for the project(s) will include:

- Collecting blood samples from the participants, from children aged 3 years and above.
- Responsible for collecting informed consent
- Responsible for the data entry into the RedCap
- Responsible for providing expert advice on consumable item for the clinical work
- Supporting patients follow-up

The Research Nurse will be part of the RHD team and may at times offer some support for the LENO BESIK study. This study aims to evaluate the implementation of echocardiographic screening for RHD in children aged 5-20 and in pregnant women, incorporated into routine healthcare delivery in 5 Community Health Centres.

Approved by:	Country Manager
Date Approved:	July, 18 2023