

Position Title:	Research Nurse – Preventing acute lower respiratory infections (PETAL) Study		
Division/Unit:	Child Health Division		
Report to (Role):	Dili-based project Co-ordinator and Darwin-based Clinical Research Manager		
Classification Level:	Category G3C1		
Status (FTE):	1.0FTE	Location:	Dili, Timor-Leste
Number of positions supervised:	Directly:		
	Indirectly:		
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. 		

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 POSITION:

The Research Nurse role will be working under the direction of the Project Co-ordinator in Dili, and indirectly the Darwin-based Clinical Research Manager for the PETAL study. This is a multi-center, double-blind, randomised controlled trial to determine whether six-twelve months of weekly antibiotics compared to placebo improves clinical outcomes of First Nations and Timorese children aged less than two years of age hospitalised with an acute lower respiratory infection. This clinical trial will be conducted in collaboration with Australian and New Zealand researchers and will inform local, national and international guidelines, contribute to policy and maximize health outcomes for young First Nations and Timorese children.

The Research Nurse or Research Nurse team leader will ensure that the clinical trial meets standards of Good Clinical Practice (GCP) guidelines. 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. The Research Nurse team leader will also ensure coordination 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 Project Co-ordinator and the Clinical Research Manager:

- Work with project co-ordinator and other project staff to identify potential study participants.
- Undertake procedures relevant to the research study including providing study information to potential participants and obtaining informed consent; review of medical records; ensure accurate completion of questionnaires and case report forms; administration of weekly trial medication (as appropriate); collection of appropriately labelled specimens for analysis and transport to laboratories as required; ongoing participant examinations and assessments as required.
- Ensure the research is conducted in accordance with Good Clinical Practice Guidelines.
- Collect all study data and ensure it is stored and transmitted appropriately in accordance with ethical, cultural, and confidentiality requirements.
- Maintain absolute confidentiality of all participant details and results.
- Coordinate visits to participating municipalities under limited supervision where required.
- Communicate and coordinate effectively with study participants, Chief Investigators, and other

project staff.

- Develop productive, cooperative working relationships with other members of the research team and division, as well as external collaborators.
- Assist with the conduct of other research studies as required.
- Demonstrate and maintain an understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
- Any other tasks as reasonably required by the Clinical Research Manager, Business Manager and/or Director.
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SELECTION CRITERIA:

1	Qualifications:	Tertiary qualification in nursing.
2	Essential Criteria:	<ul style="list-style-type: none"> a) Strong verbal and written communication skills in Tetun. b) Good conversational English. c) Demonstrated initiative, good judgement, strong problem-solving skills, strong work ethic and flexibility with work tasks. d) Flexibility and ability to work well in a team and motivate other team members. e) Good time management skills, with ability to work efficiently while maintaining accuracy and quality. f) Ability to manage sensitive issues and maintain confidentiality. g) Willingness to learn, continuously improve and respond positively to feedback and supervision. h) Have or be able to hold a National Police Clearance Certificate. i) Understanding of and commitment to Menzies values, the principles of Equal Opportunity and contributing to a safe and inclusive workplace.
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.

Approved by:	Country Manager
Reviewed and approved by:	Menzies Human Resources
Date Approved:	1 February 2023