

POSITION DESCRIPTION

POSITION TITLE:	Research Nurse or Senior Aboriginal Health Practitioner
POSITION NUMBER:	4510
DIVISION / SECTION:	Child and Maternal Health Division / Respiratory Health
SUPERVISOR:	Clinical Research Manager – Position No. 2358
CLASSIFICATION LEVEL:	RN 2 / PAT 7
SALARY RANGE:	\$96,260 - \$104,463 per annum, pro-rata
ALLOWANCE:	Indigenous Knowledge Allowance \$3,236 per annum, pro-rata
STATUS (FTE):	0.8FTE - 1.0 FTE
LOCATION:	Darwin
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ol style="list-style-type: none"> 1. Travel to remote communities (by light aircraft or 4WD) for up to two (2) days per trip, up to twelve (12) trips per year. 2. Comply with the Worker Immunisation against Specified Vaccine Preventable Diseases NT Health Policy and provide proof of compliance (e.g., vaccine certificates or serology reports) including Hepatitis A & B vaccinations as per Category A of the NT Health Policy. 3. Ability to obtain and maintain a current Working with Children Check (OCHRE card) and National Police Clearance and hold current NT Drivers' License.

ABOUT MENZIES:

Menzies is a national leader in research and education that improves health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies 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 or Senior Aboriginal Health Practitioner will work across several clinical trials involving First Nations children in urban and remote First Nations communities, responsible for participant recruitment, clinical data and specimen collection and conducting follow-up visits in accordance with legislative and regulatory requirements and Menzies' policies, procedures and guidelines. The incumbent will also contribute across other clinical trials within the Respiratory Health Group of the Child and Maternal Health Division as required. This position is based in Darwin and there is a requirement to travel to urban, rural and remote communities via light aircraft and/or 4WD for up to two (2) days per trip, and up to twelve (12) trips per year.

PRIMARY RESPONSIBILITIES:

1. Responsible for conducting research activities (training provided by Menzies) which includes but is not limited to participant recruitment; eligibility assessments; informed consenting; completion of questionnaires and case report forms; collection, transportation and storage of biological samples; and trial medications administration in accordance with approved research protocols.
2. Responsible for conducting clinical assessments and examinations, and provision of clinical care, health education and support to Aboriginal and/or Torres Strait Islander children and their families in hospital in a respectful and culturally appropriate manner, maintaining contact and conducting follow-up visits.

3. Document and record accurate details of clinical history and examination, observations, management plan, investigations and actions taken and noted in medical records for research participants.
4. Collect and enter all research data including medical records data onto a secure database and ensure that it is stored and transmitted appropriately in accordance with ethical, cultural and confidentiality requirements.
5. Coordinate and conduct participant follow-up visits at home or in remote communities via light aircraft or road (manual 4WD) including community engagement and research translation activities.
6. Build strong productive relationships with people from diverse cultures and wide range of stakeholders.
7. Work within the scope of practice and ensures clinical assessments, data collection and other research activities are carried out according to evidence-based practice, legislative and regulatory requirements and Menzies' policies, procedures and guidelines.
8. Provide support to other research studies within the research division as required.
9. Participates in coaching, teaching and mentoring of other research team members.
10. Foster a positive workplace culture through exemplary leadership practices and role modelling behaviour.
11. Perform the primary responsibilities of the role in compliance with Good Clinical Practice (GCP) Guidelines (training provided by Menzies), relevant Workplace Health and Safety and Equal Opportunity principles and legislation.
12. Carry out any other tasks as reasonably required by the Supervisor, Business Manager and/or Menzies Director.

SELECTION CRITERIA:

Essential:

1. Current registration as a Registered Nurse with the Nursing and Midwifery Board Australia or Aboriginal Health Practitioner Australia with the Australian Health Practitioner Regulation Agency (AHPRA).
2. Demonstrated clinical experience working in maternal, paediatric or child health in either a hospital or health service and experience working with and knowledge of health issues affecting First Nations Australians.
3. Demonstrated verbal and written communication and interpersonal skills to communicate and contribute effectively as part of a multidisciplinary team.
4. Demonstrated initiative, problem-solving and strong work ethic with the capacity to assess and establish priorities, manage competing deadlines and work independently with limited supervision under broad direction.
5. Demonstrated experience in records management and ability to maintain confidentiality of data, personal and sensitive information, exercise diplomacy and discretion when dealing with sensitive and confidential matters.
6. Sound computer literacy skills in Microsoft Office Suite and Databases.

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.

SPECIAL CONSIDERATIONS:

Please note this is a female identified role. An applicant's gender is a genuine occupational requirement of this position, authorised by s35 of the [Anti-Discrimination Act 1992](#) (NT) and Division 4 (s30, ss1 & ss2a,c,g,e, & h) of the [Sex Discrimination Act 1984](#).

This position will only be open to Aboriginal and Torres Strait Islander applicants. The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the [Racial Discrimination Act 1975](#) and section 57 of the [Anti-Discrimination Act 1992](#) (NT).

APPROVED BY: Menzies Human Resources
DATE: 26/04/2024

<u>PAT 7</u>		
PACKAGE COMPONENT	Minimum Value PAT 7/1 (\$)	Maximum Value PAT 7/4 (\$)
Gross Salary (position advertised as Professional Administrative and Technical Staff Level 7)	96,260	104,463
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	13,476	14,625
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	9,546	9,469
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,676	1,676
Total Salary Package	120,959	130,232