

**CADOSA RESEARCH ASSISTANT  
POSITION DESCRIPTION**

<b>Position Title:</b>	CADOSA Research Assistant	<b>Position Number:</b>	<b>Faculty/Division:</b> Health Sciences
<b>Classification:</b>	HEO4	<b>No. Direct Reports &amp; Highest Classified Position:</b> NIL	<b>School/Branch:</b> Medicine
<b>FTE:</b> 1.0	<b>Reports to:</b> Professor John Beltrame	<b>Fixed</b> <input checked="" type="checkbox"/> <b>Continuing</b> <input type="checkbox"/>	<b>Discipline/Unit:</b> Medicine
<b>Position Summary:</b>	<p>The University of Adelaide is a leading research intensive and teaching University comprising of five faculties including the Faculty of Health Sciences, which is home to the School of Medicine.</p> <p>The School of Medicine is one of the eight schools in the Faculty of Health Sciences. The School of Medicine is one of the largest in the University and includes highly successful researchers, a core of academic teachers and a large pool of enthusiastic and motivated clinical titleholders. The School currently incorporates the Disciplines of Acute Care Medicine, Medicine, Ophthalmology, Orthopaedics &amp; Trauma, Psychiatry, and Surgery.</p> <p>The Discipline of Medicine is involved in basic science research, clinical research and epidemiological research across the spectrums of: Endocrinology, Gastroenterology, Neurology, Ageing, Cardiology, Rheumatology, Chronic Disease and Population Health. With areas of special interest that include: Nutrition, Asthma, Obesity, Chronic Obstructive Pulmonary Disease, Gastrointestinal Motility, Ageing, Stroke, Movement Disorders, Men's Health, Cardiovascular Disease and Cancer.</p> <p>The Coronary Angiography database of South Australia (CADOSA) is a multi-site cardiac registry in South Australia metropolitan hospitals with the main purpose of monitoring quality assurance for patients undergoing coronary angiography.</p> <p>The Research Assistant provides assistance and support to the CADOSA Study with the main focus being collecting confidential information from direct contact with patients and via patient case notes. The Research Assistant will also provide support to the Project Data Manager and Project Administrator.</p>		
<b>Position Characteristics:</b>	<b>Scope</b>	CADOSA is a multi-site cardiac registry in South Australia metropolitan hospitals with the main purpose of monitoring quality assurance for patients undergoing coronary angiography. Based at the Royal Adelaide Hospital and working under general direction, the CADOSA Research Assistant provides assistance to the CADOSA team with data collection, patient recruitment, laboratory result liaison, study coordination and general administration.	
	<b>Significant internal/external relationships</b>	<ul style="list-style-type: none"> <li>• Discipline of Medicine Academic and Professional Staff</li> <li>• Cath Lab Staff</li> <li>• Nurses</li> <li>• Cardiologists</li> <li>• Patients</li> <li>• SA Health Project Staff</li> </ul>	

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	<b>Special conditions</b>		<ul style="list-style-type: none"> <li>Reasonable workplace adjustments will be made for people with a disability.</li> <li>Work outside standard hours may be required.</li> <li>Travel between sites to provide support to the CADOSA Study</li> <li>Attendance to CADOSA meetings when required</li> </ul>
	<b>Delegations</b>		Nil
<b>Key Responsibilities and Outcomes</b>	1	Administrative Support	<ul style="list-style-type: none"> <li>Undertake data entry associated with CADOSA Study and sub-study trial</li> <li>Maintain accurate hard copy filing systems</li> <li>Maintain filing for current projects.</li> <li>Assist in the management of supplies, including data forms</li> </ul>
	2	Research Support	<ul style="list-style-type: none"> <li>Coordinate study administration.</li> <li>Provide support to CADOSA staff when required</li> <li>Conduct patient interviews and questionnaires.</li> <li>Collect and accurately record and check patient clinical information</li> </ul>
	3	Customer Service	<ul style="list-style-type: none"> <li>Liaise with patients.</li> <li>Liaise with medical and nursing staff in the Cath Lab regarding patients and the CADOSA Study.</li> <li>Conduct telephone interviews and follow-up appointments</li> </ul>
<b>Criteria</b>	<b>Capabilities and Behaviours</b>	Achievement Drive	<ul style="list-style-type: none"> <li>Constantly seeks to improve own performance.</li> <li>Takes responsibility for own work to achieve quality results.</li> <li>Meets deadlines and follow through on commitments.</li> <li>Sets own work priorities and uses tools to manage their time effectively to achieve work objectives.</li> </ul>
		Communication	<ul style="list-style-type: none"> <li>Speaks clearly and respectfully in a confident manner.</li> <li>Seeks to understand the viewpoint of others and ask questions to clarify meaning.</li> <li>Conveys ideas clearly to others, both verbally and in print.</li> <li>Co-operates with others, shares relevant information and seeks information from others as required.</li> <li>Sells ideas and is persuasive in influencing people.</li> <li>Gains clear agreements by presenting own position clearly and considering alternative viewpoints.</li> </ul>

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	Flexibility and Adaptability	<ul style="list-style-type: none"> <li>• Willingly adopts different approaches in order to achieve results.</li> <li>• Adapts behaviour in response to constructive feedback.</li> <li>• Accepts changes in job role in a positive manner.</li> <li>• Is open to new and different ways of doing things.</li> </ul>
	Service Focus	<ul style="list-style-type: none"> <li>• Responds promptly to the needs of the client even when under pressures.</li> <li>• Maintains clear and appropriate communications with the client.</li> <li>• Demonstrates active listening and questioning skills to identify client needs and issues.</li> </ul>
	Teamwork	<ul style="list-style-type: none"> <li>• Understands the work of the group and demonstrates a commitment to team goals.</li> <li>• Treats others fairly and equitably.</li> <li>• Encourages cooperation and collaboration.</li> <li>• Works effectively and in a team environment.</li> <li>• Relates well to other team members.</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in the provision of administrative support, including word processing, filing and photocopying</li> <li>• Proven experience in dealing with medical research teams and/or coordinating projects.</li> <li>• Excellent knowledge of standard desktop applications and internet based applications.</li> <li>• Knowledge of Cardiology Terminology is essential.</li> <li>• Demonstrated high level of organisational and interpersonal skills.</li> <li>• Experience in conflict resolution and teamwork.</li> <li>• High ethical standards regarding patient confidentiality.</li> <li>• Previous experience in data collection (Desirable).</li> <li>• Past working experience in a hospital environment (Desirable).</li> </ul>
	<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Post-secondary qualification and/or relevant experience.</li> </ul>
<b>Occupational Health, Safety and Welfare Requirements</b>		<ul style="list-style-type: none"> <li>• All Supervising staff are required to implement and maintain the University's OH&amp;S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.</li> </ul>

