

TISSUE COLLECTION COORDINATOR
POSITION DESCRIPTION

Position Title:	Tissue Collection Coordinator	Position Number:	Faculty/Division: Health Sciences
Classification:	HEO5/6	No. Direct Reports & Highest Classified Position:	School/Branch: Medicine
FTE: 1.0	Reports to: ARC Future Fellow (D)	Fixed <input checked="" type="checkbox"/> Continuing <input type="checkbox"/>	Discipline/Unit: Medicine
Position Summary:	<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 & 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 Prostate Cancer Research Group, as part of the Cancer Theme, has been making tangible impacts in the development of new strategies to improve the treatment of prostate cancer.</p> <p>The Tissue Collection Coordinator will be responsible for the coordination of the collection of prostate tissues, blood samples and clinical data from patients undergoing prostate cancer surgery at hospitals in Adelaide for use in these research projects. This will involve facilitation of ethics approval as necessary, recruitment and informed consenting of patients, obtaining tissue and blood samples at surgery and rapid transport of the biospecimens for storage and processing. Collection of associated clinical and pathological data, entry into and maintenance of related databases and production of reports is also required. The Tissue Collection Coordinator position will involve considerable liaison with multiple health professionals.</p>		
Position Characteristics:	Scope	<p>Located at the South Australian Health & Medical Research Institute (SAHMRI), the Prostate Cancer Research Group has several funded research projects investigating new disease biomarkers and therapies for prostate cancer. A cornerstone of their research program is the use of human tissues to investigate mechanisms of disease progression and treatment response.</p> <p>Working under general direction, the Tissue Collection Coordinator will manage and undertake continuation of the existing prostate tissue collection program.</p>	

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	Significant internal/external relationships		<ul style="list-style-type: none"> • Research staff/students within the SAHMRI Prostate Cancer group and its collaborators • Discipline of Medicine staff • Patients scheduled for prostate surgery • Surgeons and clinic staff • Operating theatre staff • Surgeons and staff at private consulting rooms • Other medical, nursing and administrative staff • Pathologists and other support staff • Medical records staff
	Special conditions		<ul style="list-style-type: none"> • Reasonable workplace adjustments will be made for people with a disability. • Must be available to work flexible hours between the hours 8am and 6pm. • Some out of hours work may be required periodically • Travel between locations where University research work is undertaken as required • Must hold a valid driver's licence and have a car
	Delegations		Nil
Key Responsibilities and Outcomes	1	Research support	<ul style="list-style-type: none"> • Prepare and submit ethics approvals of Patient Information Sheets and Consent Forms for human tissue collection/bio-banking. • Administer patient information forms to ensure informed consent of research project participants and obtain consent of patients for participation in research projects. • Comply with agreed standardised procedures for ethics and recruitment. • Order and maintain required consumables and equipment.
	2	Tissue collection and processing	<ul style="list-style-type: none"> • Liaise with urologists, nursing and clerical staff as well as research staff. • Collect specimens immediately following surgery and rapidly transport to pathology laboratory and back to research laboratory. • Process and store samples according to prescribed protocols. • Comply with standard procedures for bio-banking samples and data recording.

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	3	Data collection and entry	<ul style="list-style-type: none"> Collect and enter clinical and pathological data from patient records into database (coded and re-identifiable). Maintain data integrity. Undertake data checks through the preparation of quality assurance reports. Comply with agreed standardised procedures for data recording. Obtain and record relevant patient follow-up information post-surgery.
	4	Administrative support	<ul style="list-style-type: none"> Prepare reports required for appropriate ethics committees, research funding bodies and internal reporting.
	5	Maintenance of standards	<ul style="list-style-type: none"> Contribute to the continued development of Standard Operating Procedures (SOPs). Adhere to National Health and Medical Research Council guidelines on Ethical Conduct in Human Research. Ensure cost-effective use of resources with respect to work undertaken and identify opportunities for improvement.
Criteria	Capabilities and Behaviours	Achievement Drive	<ul style="list-style-type: none"> Plans carefully and sets goals for improving performance. Plans ahead to ensure all tasks completed. Deals with conflicting demands quickly and calmly. Delivers high quality output. Committed to meeting deadlines even with demanding timeframes. Negotiates and sets expectations for work commitments.
		Communication	<ul style="list-style-type: none"> Adapts style and content of communication of ideas and information to match the audience. Uses appropriate communication methods for effective interactions with a preference towards personal interactions. Uses high level communication skills (clarifying questions, summarising, paraphrasing) to ensure their meaning is understood. Is persuasive and confident in communicating ideas. Negotiates win-win outcomes by exploring different positions and building consensus.

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		<p>Continuous Learning</p>	<ul style="list-style-type: none"> • Develops and maintains personal and professional competence. • Identifies personal development needs and pursues self development through training and education. • Turns mistakes into challenges and opportunities for learning. • Undertakes regular review of work practices to identify areas for improvement. • Identifies possible solutions to solve an issue when raising it to the next level. • Reviews projects and activities to learn from successes and mistakes and implement improvements from the learning. • Encourages others to adopt flexible work practices.
		<p>Relationship Building</p>	<ul style="list-style-type: none"> • Respectfully interacts with people from diverse backgrounds and experiences. • Shows tact and diplomacy in dealing with people. • Builds trust in relationships through maintaining confidentiality and keeping commitments. • Builds rapport by making informal contacts in own and other work areas.
		<p>Teamwork</p>	<ul style="list-style-type: none"> • Provides appropriate information, support and encouragement to enable successful task completion. • Actively participates in team meetings through sharing ideas and contributing to discussions. • Accomplishes shared goals through accepting joint responsibility. • Supports team members to achieve their goals by sharing workloads. • Exercises tact, tolerance and humour to promote team harmony.

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	<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> • Experience in biobanking, clinical data management, clinical research or equivalent • Experience in the development and maintenance of Standard Operating Procedures • Familiar with National Health and Medical Research Councils National Statement on the Ethical Conduct in Human Research • Familiarity with biological sample handing procedures • Ability to handle human tissue samples with confidence, including processing of blood products • Familiarity with confidentiality issues and medical terminology • Experience in use of clinical databases, medical records, spreadsheets and MS Office package • High level organisational skills and an ability to work well under pressure to meet deadlines • Excellent written and oral communication skills
	<p>Qualifications</p>	<ul style="list-style-type: none"> • Undergraduate degree in biomedical science, nursing or equivalent • Certificate in medical terminology or health related qualification would be an advantage
<p>Occupational Health, Safety and Welfare Requirements</p>	<ul style="list-style-type: none"> • All Supervising staff are required to implement and maintain the University's OH&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. 	
<p>University Expectations</p>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; • Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities an performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; • Perform their responsibilities in a manner which reflects and responds to continuous improvement; and • Read, understand and comply with all University policies and procedures. 	

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<p>Approvals: Head of School / Branch Manager</p>	<p>Head of School / Branch Manager Name: Signature: Date:</p>	<p>Director Human Resources Name: Signature: Date:</p>
<p>Acknowledgement of Incumbent</p>	<p>I have read and understood the requirements of the position Name: <i>(please print)</i> Signature: Date:</p>	