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| Job ad reference: | H13RK06527 |
| Role title: | Research Assistant |
| Status: | Temporary Part Time (up to 28 June 2014, 64 hrs p.f.) |
| Unit/Branch: | Sub Acute and Chronic Rehabilitation Service |
| Health Service: | Central Queensland Hospital and Health Service |
| Location: | Rockhampton |
| Classification level: | HP3 |
| Salary level: | \$28.74 - \$42.24 p.h. |
| Closing date: | Monday, 8 July 2013 (Applications will remain current for the duration of the vacancy) |
| Contact: | Dr Zephania Tyack |
| Telephone: | (07) 4920 7396 |
| Applications: | Expression of Interest |
| Email application: | Recruitment_Rockhampton@health.qld.gov.au |

About our organisation

Queensland Health's purpose is to provide safe, sustainable, efficient, quality and responsive health services for all Queenslanders, and we have **five core values** that guide our behaviour:

- **Caring for People:** We will show due regard for the contribution and diversity of all staff and treat all patients and consumers, carers and their families with professionalism and respect.
- **Leadership:** We will exercise leadership in the delivery of health services and in the broader health system by communicating vision, aligning strategy with delivering outcomes, taking responsibility, supporting appropriate governance and demonstrating commitment and consideration for people.
- **Partnership:** Working collaboratively and respectfully with other service providers and partners is fundamental to our success.
- **Accountability, efficiency and effectiveness:** We will measure and communicate our performance to the community and governments. We will use this information to inform ways to improve our services and manage public resources effectively, efficiently and economically.
- **Innovation:** We value creativity. We are open to new ideas and different approaches and seek to continually improve our services through our contributions to, and support of, evidence, innovation and research.

Purpose

Research is essential for providing information against which Health Practitioners can critically evaluate their practice. The proposed study involves evaluating the effectiveness of a chronic disease service to provide information to the Australian public, clients and chronic disease service providers.

The role of the research assistant is to assist the Principal Investigator and other research staff in delivering the objectives of a study based at the Subacute and Chronic Rehabilitation Service in the Central Queensland Hospital and Health Service but also involving the Central Queensland Medicare Local. Research-related activities will include discussing the study with potential participants, obtaining consent from the participants, collecting the data for each participant (including point of care testing for disease markers such as HbA1c), data entry and, accessing information from medical charts, data custodians and Medicare Australia.

Your key responsibilities

- Fulfil the responsibilities of this role in accordance with Queensland Health's core values, as outlined above.

Leadership/Work Unit Management

- Participate in conducting a research study that will enhance the delivery of chronic disease services within the Central Queensland Hospital and Health Service.
- Provide accurate information to potential participants regarding the research process and evaluation.
- Provide timely updates to researchers and staff regarding data collection or service coordination issues if these arise.
- Attend case conference or team meetings when required to communicate the research study protocol to new staff members or to highlight the protocol to existing members.
- Demonstrate highly developed organisational skills or the ability to assist in managing a project.
- Fulfil the accountabilities of this role in accordance with Queensland Health's core values as well as the department's quality human resource management practices including workplace health and safety, employment equity, anti-discrimination and ethical behaviour.

Communication/Team Participation

- Provide a verbal and/or written report regarding progress to the researchers at least weekly.
- Complete timely monthly reports regarding the data collection and data entry to researchers and stakeholders.
- Communicate the study information to participants in a non-discriminatory manner, whilst considering the inclusion and exclusion criteria of the study.
- Assist in disseminating research findings via presentations at conferences and publications in peer reviewed journals if opportunities arise.
- Continue to develop research skills and expertise.
- Contribute to educating other allied health professionals, multidisciplinary staff and students regarding research.
- Ability to be sensitive to the ethical issues surrounding obtaining consent for the study.

Clinical Practice

- Assist the Principal Investigator and other research staff in delivering the objectives of the study to be based at the Subacute Chronic Disease Rehabilitation Service in the Central Queensland Hospital and Health Service.
- Promote the role and functions of the research to Health Practitioners and students within the Central Queensland Hospital and Health Service and to internal and external partners/ stakeholders.
- Assist in obtaining evidence-based information regarding clinical practice.
- Ability to understand the ethical implications and boundaries of the study.
- Ability to demonstrate skills in working within an interdisciplinary or multidisciplinary team.
- Ability to administer standardised evaluations.
- Access participant charts according to ethical, legal and organisational guidelines.
- Undertake ongoing training and development activities.

Qualifications/Professional registration/Other requirements

- The successful applicant must hold a tertiary degree or equivalent qualification in an eligible health practitioner discipline/profession that is directly relevant to the Health Service's specific areas of research interest, and must be eligible for full professional registration if required, or membership to the relevant professional association.
 - Current 'C' class drivers licence.
 - regular travel is required to other sites including the Central Queensland Medicare Local Office.
- In addition, at least one or more of the following are desirable:
- Training in research methodology or evidence based practice.
 - Experience in conducting a research study or quality improvement activity.
 - Experience entering data into programs such as excel, SPSS, SAS or STATA.
 - A history of research or other publications.
- Appointment to this position requires proof of qualification and registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties.

Are you the right person for the job?

You will be assessed on your ability to demonstrate the following key attributes. Within the context of the responsibilities described above, the ideal applicant will be someone who can demonstrate the following:

- A base level of professional knowledge, clinical or research skills, judgement and problem solving ability in discipline-specific services or research studies that supports the required research activities.
- Well developed oral and written communication skills and ability to participate in a multidisciplinary team environment.
- An ability or ability to rapidly acquire the skill, to complete the required research activities, under the guidance of a research team.
- Highly developed organisational skills with the ability, or ability to acquire the skill, to collect and manage large amounts of data.
- The ability to perform point of care testing and other non-invasive clinical tests relevant for people with chronic diseases to support evaluation of the effectiveness of services.

How to apply

Please provide the following information to the panel to assess your suitability:

- **A short response** (maximum 1-2 pages) on how your experience, abilities, knowledge and personal qualities would enable you to accountabilities and meet the key skill requirements.
- **Your current CV or resume, including referees.** You must seek approval prior to nominating a person as a referee. Referees should have a thorough knowledge of your work performance and conduct, and it is preferable to include your current/immediate past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.

About the Hospital and Health Service/Division/Branch/Unit

The Central Queensland Hospital and Health Service offers a supportive environment for employees in a progressive workplace. Every service is committed to the continual review and development of both its operation and its staff.

The Service spans across Central Queensland and delivers a wide range of public health services to the people of Rockhampton, Gladstone, Biloela, Capricorn Coast, Woorabinda, Mt Morgan and Emerald.

Work Unit

The Subacute and Chronic Rehabilitation Service provides interdisciplinary nursing and allied health services to clients with chronic diseases. Pre-entry students are an integral part of this service and lead many of the programs under the guidance of qualified professionals.

For further information visit the District/Division/Facility website:

http://www.health.qld.gov.au/workforus/profiles/Region_CQ.asp

Pre-employment screening

Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment. In addition, any factors which could prevent the recommended applicant complying with the requirements of the role are to be declared.

Roles providing health, counselling and support services mainly to children will require a Blue Card, unless otherwise exempt. Please refer to the Information Package for Applicants for details of employment screening and other employment requirements.

Health professional roles involving delivery of health services to children and youth

All relevant health professional (including registered nurses and medical officers) who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.

All relevant health professional are also responsible for the maintenance of their level of capability in the provision of health care and their reporting obligations in this regard.

Salary Packaging

To find out whether or not your work unit is eligible for the Public Hospital Fringe Benefits Tax (FBT) Exemption Cap please refer to the Salary Packaging Information Booklet for Queensland Health employees available from the Queensland Health Salary Packaging Bureau Service Provider – RemServ at <http://www.remserv.com.au>. For further queries regarding salary packaging RemServ's Customer Care Centre may be contacted via telephone on 1300 30 40 10.

Disclosure of Previous Employment as a Lobbyist

Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at

<http://www.psc.qld.gov.au/library/document/policy/lobbyist-disclosure-policy.pdf>.

Probation

Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment. For further information, refer to Probation HR Policy B2 <http://www.health.qld.gov.au/qhpolicy/docs/pol/qh-pol-197.pdf>.