Candidate Information

Position:	Research Assistant (Clinical Coordinator) (Part Time)
School/Department:	NI Clinical Research Facility
Reference:	18/106950
Closing Date:	Tuesday 20 November 2018
Salary:	£27,831 - £32,236 per annum (potential to progress to £35,210 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Monday 26 November 2018
Duration:	3 years, This post is part time, working pattern to be agreed with successful candidate.

JOB PURPOSE:

Works as a member of the Northern Ireland Clinical Research Facility team to support and promote the practice of clinical research in the NICRF, especially for Ophthalmology and Vision related studies.

Works unsupervised/supervised in day-to-day practice coordinating a portfolio of supported clinical trials and other high-quality research studies.

You will be responsible for agreed functions within the delivery of a study which may include, but is not limited to, screening and recruitment, consenting, care, management and follow-up of a caseload of patients in clinical trials and research studies, adhering to local and national regulatory research and professional guidelines, policies and standard operating procedures.

To undertake administration duties relating to the Clinical Trials and research studies.

To support other clinical research and audit as agreed with the NICRF Director

MAJOR DUTIES:

1. Undertake research activities including performing ophthalmic refraction and visual function testing according to standard protocols, critical evaluation and interpretation of the results in consultation with the NICRF director and the research grant holder as appropriate.
2. Identify potential study participants though interpretation of retinal images (Colour fundus photographs and Optical Coherence Tomographs).
3. Consent participants, as appropriate, and facilitate informed consent process study participation, according to Standard Operating Procedures and ethical and Good Clinical Practice (GCP) standards.
4. To act as part of NICRF team supporting trials within the NICRF.
5. To work in a multi-disciplinary environment within the NICRF and to communicate effectively with other relevant healthcare professionals.
6. To perform techniques requiring highly developed skills with significant levels of hand, eye and sensory co-ordination e.g. slit lamp biomicroscopy.
7. Present regular progress reports on research to the NICRF team and/or external teams.
8. Write up results and contribute to the production of research reports, publications and proposals.
9. Read academic papers, journals and textbooks to keep abreast of developments.
10. Carry out routine administrative duties in the NICRF as requested, e.g. sending out participant invitations, arranging participant appointments, data entry, data management, arranging meetings.
11. To complete accurate paper and electronic case report forms.
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13. To follow research and clinical protocols and best working practice, relevant to optometric aspects within the NICRF.

14. Carry out any clinical trial co-ordinator activities or duties designated by a line manager and which fall within the general ambit of the post.

Planning and Organising:

1. Coordinate study in accordance with appropriate Clinical Research Processes.
2. Ensure specialist equipment used within the NICRF is in working order.
3. Plan own day-to-day activity within the framework of the agreed NICRF research programme.
4. To assist Principal Investigators to deliver research clinics
5. Contribute to the planning of research projects, reports and publications etc usually 1-6 months in advance.

Resource Management Responsibilities:

1. Ensure research resources are used in an effective and efficient manner.
2. Provide guidance as required to support staff and any students who may be assisting with research.
3. To train appropriate staff within the NICRF in visual assessment techniques.

Internal and External Relationships:

1. Participant contact in accordance with appropriate Clinical Practice/Participant Focused Care
2. The post will be based in the NICRF primarily but may involve working in clinics and outreach establishments.
3. To participate in continuous education and training as required.

ESSENTIAL CRITERIA:

1. Degree or equivalent in a relevant subject area e.g. Optometry.
2. Registered Optometrist (GOC Registered and appropriate professional indemnity cover). Or eligibility to be registered to fulfil the requirements of the post.. MCOptom or equivalent
3. A minimum of one year's recent relevant experience in Optometry.
4. Sufficient breadth or depth of specialist knowledge in the discipline and of research methods and techniques to work within own area.
5. Experience taking retinal images using either fundus photography or Optical Coherence Tomography.
6. Relevant computing skills including Microsoft Office.
7. Demonstrable intellectual ability.
8. Ability to interact with research colleagues and support staff
9. Ability to analyse and communicate effectively.
10. Ability to work alone and as part of a team as appropriate.
11. Excellent interpersonal skills.
12. Flexibility to work the hours required for the job.
13. Willing to handle participant samples.

DESIRABLE CRITERIA:

1. A post graduate qualification in a relevant discipline.
2. Holds a current GCP certificate.
3. Research or clinical trials experience.
4. Experience in Hospital Optometry or use of advanced imaging and examination techniques.
5. Knowledge of clinical trials and consent process.
6. Knowledge of Research Governance and Ethics.
7. Knowledge of relevant database, statistical and presentation packages.
8. Ability to analyse and communicate research data effectively in different settings.