

1.1.6 Position Description Ethics Officer A



Incorporating The Alfred, Caulfield Medical Centre and Sandringham & District Memorial Hospital

POSITION DESCRIPTION – The Alfred hospital

Date revised: January 2010

POSITION:	Ethics Officer
AWARD / AGREEMENT:	10
CLASSIFICATION TITLE:	ZZ51
DEPARTMENT / DIVISION:	Research & Ethics Unit
ACCOUNTABLE TO:	Ethics Manager
DIRECT REPORTS:	Ethics Manager

BAYSIDE HEALTH

Bayside Health incorporates The Alfred, Caulfield General Medical Centre and Sandringham & District Memorial Hospitals. The management of the operations and business of Bayside Health is the responsibility of the Bayside Chief Executive, the General Managers of Caulfield General Medical Centre and Sandringham Hospital and executive staff to whom management responsibilities have been delegated.

Bayside Health serves a catchment population of approximately 400,000 providing services ranging from major trauma to residential aged-care facilities. Bayside works in collaboration with a wide range of community based services including the Cities of Melbourne, Stonnington, Glen Eira and Port Phillip, the Bayside and Southcity Divisions of General Practice and the Inner South East Partnership in Community and Health.

The Alfred is a 350 bed acute tertiary referral hospital with a budget of \$300 million and a staff of 3,500. It treats 50,000 inpatients and 200,000 emergency patients and outpatients annually. Caulfield General Medical Centre is a 360 bed hospital, with a focus on aged care, aged psychiatry, residential care, rehabilitation and community services. It employs 1200 staff and has an annual budget of \$70M.

Sandringham and District Memorial Hospital is a community hospital with a total of 86 beds. It incorporates an Emergency Department, 2 medical wards, 2 surgical wards, an obstetrics unit and a haemodialysis satellite centre. It employs 300 staff and has an annual budget of \$30M. Further information about Bayside Health is available at www.baysidehealth.org.au

Research & Ethics Unit – Ethics Office

The Research and Ethics Unit is based at The Alfred and comprises The Alfred & Baker Research Office and The Alfred Ethics Office.

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The Alfred Ethics Office is the secretariat for The Alfred Hospital Ethics Committee and its subcommittees (the Research Review Committee and the General Ethical Issues Subcommittee).

The Alfred Ethics Committee reviews and monitors human research across Bayside Health, including research at The Alfred, Caulfield General Medical Centre, Sandringham & District Memorial Hospital, Melbourne Sexual Health Centre, the Baker Heart Research Institute, the Burnet Institute and Nucleus Network.

Further information is available at <http://www.alfredresearch.org>

POSITION SUMMARY

This position involves support to the Ethics Committee and assistance to the Ethics Manager in all administrative duties associated with matters for which the Committee and the Manager are responsible. This position will involve working under the direction of the Ethics Manager, Alfred Research & Ethics Unit.

Responsibilities will include screening of research submissions to the Ethics Committee; prepare, circulate agendas for, attend and prepare minutes of monthly committee meetings; track ongoing research projects via database; process protocol amendments and monitor progress of research projects; research articles on the internet and in libraries; produce the Ethics Committee newsletter, conduct induction sessions and perform general secretarial and administrative duties as required. Regular communication with researchers, including senior staff, is also required.

KEY RESPONSIBILITIES

- Screen new applications and communicate submission requirements to the researchers.
- Screen other ethics applications as required.
- Take minutes for the meetings.
- Provide summaries of the research at Ethics Committee meetings and make judgements about approval.
- Communicate committee requirements to researchers and follow up responses.
- Process amendments to research protocols through database entry and communication with Ethics Committee members and researchers.
- Produce the Ethics Committee newsletter with input from others.
- Conduct induction sessions on research ethics for new staff.
- Disseminate research-related information via e-mail.
- Perform internet and library searches for ethics and research related information and compile reports for the Ethics Committee.
- Others as required

In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.

KEY CAPABILITIES AND VALUES:

Capabilities

Capabilities for this position are:

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- Organisational capabilities
- Time management capabilities
- Word processing, database, publishing and spreadsheet capabilities
- Communication/interpersonal capabilities
- Teamwork capabilities
- Personal integrity/discretion
- Ability to function independently
- Initiative

Values

Values consistent with those of Bayside Health which are:

- Caring and responding to our patients
- Encouraging and achieving excellence, continual learning and improvement
- Working in partnership and co-operation
- Being responsible and accountable for the services we provide
- Achievement through team work
- Treating people with integrity, in a friendly, trusting and respectful manner and environment.

QUALIFICATIONS/EXPERIENCE REQUIRED

- Tertiary qualifications: scientific, medical, bioethics
- Experience in the health or research sector
- Administrative experience
- Database and other computer experience
- Interest in medical, scientific and/or ethical issues

Position Description authorised by:

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Date: 17 January 2010