

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Data Manager / Research Officer</b>
<b>Reports to (Title)</b>	<b>Head Cabrini Monash University Department of Surgery</b>
<b>Group Director/ Chief</b>	<b>Group Director, Cabrini Research</b>
<b>Department</b>	<b>Department of Surgery, Cabrini Research</b>
<b>Position Location</b>	<b>154 Wattletree Rd, Malvern</b>
<b>Award/Agreement</b>	<b>Salary &amp; Conditions in accordance with Contract of Employment</b>
<b>Delegation of Authority Level</b>	<b>N/A</b>

### Position Summary & Role Purpose

The Data Manager/Research Officer is responsible for the collection and entry of data into the Monash University Department of Surgery Colorectal Database, contributes to the development of database governance and protocols, is involved in a range of significant research activities, and aids with administrative and operational activities for the department within the framework of the Mission and Values of Cabrini Health. The Data Manager is also responsible for the coordination of the departmental fortnightly Multi-Disciplinary Team meeting.

### Key Result Areas

#### 1. Key Responsibilities, Outcomes and Activities

##### 1.1 Leadership and management

- Plays a leading role in management and updating of Department of Surgery databases to keep them current and accurate
- Is responsible for maintaining a close professional working relationship with other mentoring and supervising data managers within the Institute Cabrini Research

##### 1.2 Operational Responsibilities

###### **DATABASE**

- Performs accurate and efficient data collection and data entry to ensure data integrity, and authentic and complete records are collated.
- Ensures patient consent is obtained
- Ensures the confidentiality and security of data and patient privacy is not breached.
- Liaises regularly with database associated clinicians to ensure integrity and completeness of data
- Liaises with the tissue banking staff and colorectal care nurses to assist with data entry and management
- Liaises with medical, nursing, allied health, and administrative staff, and attends as required, associated hospitals to facilitate data collection
- Prepares audits for Cabrini hospitals
- Prepares specific reports required in a timely manner
- Coordinates fortnightly Multi-Disciplinary Meetings (MDMs)
- Monitors and reports on database performance and address errors and problems including formal reports to Monash Service desk with accurate descriptions of bugs and software issues encountered with the database

- Attends monthly teleconferences if required (CSSANZ), Registry and SPHPM meetings at DEPM

## **RESEARCH**

- Participates in research projects under the direction of the staff of the Department of Surgery
- Co-ordinates various translational research projects (under the supervision of the Head of the department) with research partners of the department
- Identifies suitable patients for recruitment from the appropriate clinician lists either by direct email or liaising with their PA.
- Approaches and communicates with patients for recruitment onto relevant study projects
- Accurately enters patient information into the relevant additional databases and liaises with the Cabrini Research biostatistician
- Co-ordinates literature searches and establishes a reference database for each project
- Contributes to the preparation of research proposal submissions to external funding bodies
- Contributes to the preparation of manuscripts for submission to peer review journals
- Contributes to the preparation of abstracts, presentations, reports, and scientific documents
- Attends local, national, and international colorectal meetings as appropriate

## **ETHICS**

- Contributes to/assist with governance structure, protocol and patient information sheets relating to the database
- Assists with the preparation of ethics submissions
- Preparation of ethics amendments {PIS, protocols, and staff) for Cabrini Research Governance Office approval
- Preparation of annual HREC progress reports
- Supports/assists department members and the Colorectal Research Fellow when undertaking research activities by coordinating research projects and assisting with ethics applications

## **RESEARCH ASSISTANT**

- Attends, supports, and assists with co-ordination of departmental activities, including but not restricted to, regular departmental meetings, research meetings, and other functions as determined by the Head, Cabrini Monash University Department of Surgery
- Prepares the agenda and minutes for the departmental fortnightly meeting
- Performs required research related administrative functions e.g., preparation of departmental submissions for the Cabrini Research Annual Report
- Other relevant duties as directed within the Department of Surgery

### **1.3 Resource Management**

- Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter
- Act in accordance with Cabrini Research policies in order to protect the rights, safety and welfare of research participants
- Support patient and family carer involvement in their own research participation through abidance with the Australian open disclosure policy, and Charter of healthcare rights.
- Agrees to comply with all reasonable directions and policies by Cabrini Research in order for Cabrini to meet or exceed the requirements of the National Clinical Trials Governance Framework (NCTGF). To the extent that the NCTGF applies to the

position, compliance with the specified roles and functions of the workforce, as set out by the NCTGF.

**1.4 Contributes to the achievement of professional expertise for self and direct reports through:**

- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Cabrini performance management framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.

**2. Work Health and Safety**

Cabrini is committed to providing facilities and services which minimise the risk of physical and psychosocial harm to our workforce, patients, residents, clients and visitors, so far as is reasonably practicable.

To achieve this, managers are required to implement, in consultation with their employees, the components of Cabrini's work health and safety management systems (the collection of policies, procedures, guidelines, other related documents and resources) to control the hazards that their employees, and any other person exposed to the work they do, may face. The WHS management system enshrines a risk management approach to managing hazards. For any hazards not explicitly covered in the WHS management system, managers are required to assess and control hazards as outlined in the WHS Risk Management Procedure.

Employees are responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions. This includes following the policies and procedures from the WHS management system that apply to their work, any local processes and instructions from their manager regarding how work is to be performed. Employees are responsible to report hazards, incidents and injuries to their manager.

The Cabrini WHS Department facilitate the ongoing development and review of the WHS management system, build the capability of managers to assess and manage wellbeing, hazards, incidents and injuries and provide advice and support in the management of these areas.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; Managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

**3. Safety and Quality**

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

**4. Child Safety**

Cabrini complies with the Victorian Child Safe Standards, as updated in 2022. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and practices aim to keep children safe from harm. All Cabrini staff must comply with all policies as amended from time to time including the following:

- Child safe organisational framework
- Child safety code of conduct
- Child safety reporting policy and procedure

## Organisational Relationships

- Reports directly to the Head Cabrini Monash University Department of Surgery
- Maintains a close collaborative working relationship with members of the Department of Surgery, staff of Cabrini Research and collaborative research teams within and outside of Cabrini Health

## Committee Membership

**The Data Manager/Research Officer will participate as a member of the following committees:**

- Relevant external committees as a representative of Cabrini
- As directed by the Head Cabrini Monash University Department of Surgery

## Staff Development

**The Data Manager/Research Officer will demonstrate a commitment to personal and professional development of self and staff by:**

- Participating in professional development programs
- Maintaining own skills and knowledge
- Remaining up to date with contemporary human resources practices
- Contributing to the Cabrini professional development program as required
- Participating in performance reviews in accordance with Cabrini policy

## Key Competencies

**The Data Manager/Research Officer must demonstrate the following requirements:**

### **ESSENTIAL**

#### **Educational/Vocational**

- A science degree or demonstrated equivalent in a relevant health or research-related discipline

#### **Experience**

- Training and experience in data entry and management as well as data management skills including data cleansing and data aggregation
- Understanding of, or experience with, hospital and laboratory information systems
- Ability to generate reports from databases
- An understanding of the ethical and privacy issues arising from the collection and use of de-identifiable data and of the importance of adhering to Victorian privacy laws and any other laws that regulate the handling of personal information
- Excellent written and oral communication skills and the ability to communicate effectively at all levels
- Ability to work independently, with minimum supervision, as well as part of a team
- Ability to exercise judgement, show initiative and maintain confidentiality in all matters
- Strong time management and task prioritisation skills
- Excellent attention to detail
- A demonstrated respect for confidentiality in all matters
- Proficiency with statistical analysis, database management and the Microsoft range of software including Access 2007 and EndNote X4
- Skills and experience in qualitative research and data analysis
- Demonstrated experience in performing literature reviews and preparing grant applications and ethics submissions
- A track record of publications in peer reviewed journals and evidence of presentations at national and international scientific meetings (not essential however highly regarded)
- Excellent interpersonal skills and the ability to collaborate effectively with both colleagues and research participants

- Proven ability to use initiative and independently facilitate and coordinate research projects (not essential however highly regarded)

#### **Knowledge**

- Basic medical knowledge

### **Conditions of Employment**

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

### **Cabrini Mission, Values and Behaviours that Matter**

#### **Our mission**

##### **WHO WE ARE**

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

##### **WHAT WE BELIEVE**

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

##### **WHAT WE DO**

We provide excellence in all of our services and work to identify and meet unmet need.

#### **Our values**

***Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.***

##### **Compassion**

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

##### **Integrity**

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

##### **Courage**

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

##### **Respect**

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

### Behaviours that matter

***Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.***

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to “provide excellence in all of our services”.

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

#### **We are committed to safety and quality:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

#### **We are here to provide service:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

#### **We work together to achieve the best outcome:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

#### **We exhibit a positive attitude:**

Behaviours that matter	Unacceptable behaviours
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour

**We want to build a just and sustainable community:**

Behaviours that matter	Unacceptable behaviours
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless

**APPROVAL**

*The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.*

**I certify that this position description is an accurate description of the responsibilities assigned to the role**



**Authorised:** \_\_\_\_\_  
**Group Director, Cabrini Research**

4 June 2024  
 \_\_\_\_\_  
**Date**