

Position Title: Neuropsychology Research Assistant	Date Prepared: 10/06/2021
Position Reports To: Co-Head, Professor Amy Brodtmann	Theme/Team: Dementia Theme
Classification: RA3-5 (0.6 FTE)	Location: Melbourne Brain Centre (Parkville), Florey Institute (Parkville)
<p>Key Relationships:</p> <p>Internal:</p> <ul style="list-style-type: none"> • Work directly with junior and senior research staff in the Clinical Cognitive Neuroscience and Vascular Neurodegeneration labs, Melbourne Dementia Research Centre, Dementia Theme. • Engage with other key staff at Florey involved in other disciplines and realms of research (e.g., imaging development, stroke imaging, dementia researchers). <p>External:</p> <ul style="list-style-type: none"> • A close working relationship with collaborating institutions (Victoria University and the University of Melbourne). 	<p>Primary Purpose:</p> <p>The purpose of this position is to provide continuing support for the Train Smart Study (Victoria University/Florey collaboration). The successful applicant will work with various teams of researchers and assist with various clinical research tasks. They will be responsible for cognitive testing for the Train Smart Study participants and liaising closely with the Parkville 7T staff for MRI bookings.</p> <p>The position will also maintain relationships with key researchers at the Florey and collaborating institutions (Victoria University and the University of Melbourne). The Research Assistant will perform standardised neuropsychological assessments and associated administrative tasks for the study, as well as manage MRI safety checks and bookings.</p>
<p>THE FLOREY INSTITUTE of NEUROSCIENCE AND MENTAL HEALTH</p> <p>The Florey Institute of Neuroscience & Mental Health (The Florey) is the largest brain research centre in the southern hemisphere and one of the largest independent medical research institutes in Australia. Our research team’s work on a range of neurological diseases including stroke, epilepsy, Alzheimer’s, Parkinson’s and motor neurone diseases, depression and addiction. We are world leaders in imaging technology, stroke rehabilitation and large population studies to improve patient care around the world.</p> <p>The Florey is an equal opportunity employer that encourages diversity in the workplace through flexible work practices and family-friendly policies. The Florey has a Zero tolerance towards bullying and any form of harassment in the workplace.</p> <p>To find out more about the Florey please visit www.florey.edu.au</p>	
<p>Primary Responsibilities:</p> <ul style="list-style-type: none"> • Coordinate and conduct neuropsychological assessments and computerised cognitive testing of participants 	

- Score neuropsychological tests and completion of associated data entry into online and locally maintained databases
- Prepare brief reports for referral of appropriate cases to clinical panel meetings
- Liaise with 7T Parkville staff regarding MRI safety checks and bookings
- Undergo training and maintain currency of all clinical research trial certifications, including Good Clinical Practice
- Undergo MRI safety training
- Have a current understanding of the affiliated research studies and their protocols
- Demonstrate effective communication and interpersonal skills with participants, study partners, and team members
- Participate as a member of a multidisciplinary research team
- Contribute to general research-related administrative tasks
- Adhere to all Florey Standard Terms and Conditions on Confidentiality, Publications, and Intellectual Property
- Play an active role in promoting and generating improvement processes across department
- Support the collective vision and mission of the Florey through
 - open and collaborative communication that promotes positive and respectful relationships
 - fostering and supporting innovation within the team and broader Institute teams
 - excellence in practice driven by a focus on equity, diversity and inclusivity

Occupational Health & Safety:

- Eliminate, or otherwise reduce so far as practicable, the risks of injuries, diseases and ill health that arise as a result of Florey Institute activities through compliance with the Florey OH&S policy and procedure
- Continually incorporate and support the improvement of the management of OH&S practices for Florey related activities
- Create and promote a positive and equitable workplace through awareness of issues that impact health and wellbeing

Skills/Qualifications:

Essential

- Postgraduate neuropsychology research higher degree or Experience in Cognitive Testing
- Ability to work independently and as part of a team
- Excellent time management skills and ability to multi-task

Desirable

- Prior experience working within a research context at a hospital or tertiary institute
- Prior experience working on projects that required MRI scanning
- Interest in cognitive testing strategies and MRI projects

Experience/Knowledge:

- Experience in cognitive testing
- Previous clinical trial or clinical research experience
- Experience in clinical/research settings
- Demonstrated database management experience and data entry skills
- File reconciliation
- A strong understanding of the importance of participant confidentiality
- Proficiency in the use of Microsoft Office suite and willingness to learn new software systems
- Appropriate interpersonal manner when dealing with research volunteers.

General Attributes:

- Strong professional work ethic, commitment to optimum service, good attendance, and punctuality
- Excellent written and oral communication skills
- Strong problem-solving skills, organisational and record-keeping skills
- Ability to be able to work independently as project lead within a multi-disciplinary team