

Position Title: Research Assistant	Date Prepared: 17 August 2021
Position Reports To: Co-Head, Dementia Theme	Theme/Team: Dementia Theme/Brodtmann Lab
Classification: RA1-RA4 – 3 days per week (0.6FTE)	Location: Heidelberg, Austin Hospital Campus
<p>Key Relationships:</p> <p><u>Internal:</u></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, and Stroke Theme. • Engage with other key staff at Florey involved in other disciplines and realms of research (e.g., imaging development, stroke imaging, dementia researchers) and collaborating institutions (e.g. Austin Health, Eastern Health, Western Health and Monash University). <p><u>External:</u></p> <ul style="list-style-type: none"> • Interact regularly with vulnerable populations, including people who have had an ischaemic stroke. 	<p>Primary Purpose:</p> <p>The purpose of the position is to improve our understanding of the factors that increase an individual’s risk of dementia and the factors that protect against dementia. The position will provide research and administrative support for the Post Ischaemic Stroke Cardiovascular Exercise Study – Zoom Intervention Against Cognitive Decline (PISCES-ZODIAC) study led by Prof. Amy Brodtmann. PISCES-ZODIAC is a randomized controlled trial examining the effect of aerobic exercise on brain volume and cognitive decline after ischaemic stroke. The successful candidate will recruit participants from multiple sites (e.g., Austin Health, Eastern Health), contact participants to organise appointments, complete MRI safety checks, enter data and manage the study databases, and assist with research-related activities, including data analysis and the preparation of manuscripts. The position will also foster relationships with key researchers at Florey and collaborating institutions (e.g., Austin Health, Western Health, Monash University, Eastern Health), and other researchers both nationally and internationally, to promote the sharing of ideas and data sets.</p>
<p>Primary Responsibilities:</p> <ul style="list-style-type: none"> • Provide research and administrative support to assist with the day-to-day operations of the PISCES-ZODIAC study. • Utilise medical records systems to assess patient eligibility and recruit stroke patients from various hospital sites in Melbourne (e.g., Austin Health and Eastern Health) • Contact participants to organise study-related appointments (e.g., neuropsychological assessments, MRI scans, fitness tests, blood tests, 24-hour blood pressure monitor fitting) • Administer and score a range of standardised clinical neuropsychological tests and questionnaires assessing cognition and mood • Conduct clinical measurements on participants (e.g., 24-hour blood pressure monitoring) • Collect blood samples (optional), centrifuge/aliquot and store blood samples according to study protocols 	

- Assist with data entry, database management and ongoing maintenance of the study databases and records
- Contribute to regular research team meetings
- Maintain compliance training with all data collection measures and good clinical practice
- Play an active role in promoting and generating improvement processes across the 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 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 on health and wellbeing

Skills/Qualifications:

Essential

- Bachelor or Postgraduate degree in psychology, neuroscience or health sciences (e.g., physiotherapy, exercise physiology)
- Excellent interpersonal skills with an ability to work both independently and as part of a multidisciplinary team
- Strong problem-solving skills
- Excellent time management skills and ability to multi-task
- At least 2 years of experience in a research assistant role requiring patient contact and recruitment.
- Exceptional record keeping skills

Desirable

- Prior experience working within a research context in a hospital or tertiary setting.
- Venepuncture certification

Experience/Knowledge:

Essential

- Research experience in a clinical setting requiring patient contact and recruitment
- Demonstrated database management experience including data entry, data monitoring and file reconciliation
- Proficiency in the use of Microsoft office suite and willingness to learn new software systems
- A strong understanding of the importance of participant confidentiality

Desirable

General Attributes:

Essential

- Strong professional work ethic
- Flexible and adaptable communication skills
- Excellent written and oral communication
- Excellent organisational skills with an ability to prioritise tasks to meet tight deadlines.
- Strong attention to detail

- Experience administering and scoring cognitive tasks and mood questionnaires
- Experience conducting MRI safety checks
- Experience working in a laboratory environment
- Knowledge of REDCap database systems
- Knowledge of, and experience with, biomarker immunoassays with ELISA or other multiplex assay technologies

Employee Name:

Employee Signature:

Date: