



Position Description

POSITION TITLE: Research Assistant (Study Nutrition Support)

LOCATION: Various locations (Women's and Children's Hospital, Lyell McEwin Hospital and Flinders Medical Centre)

REPORTS TO: Clinical Trials Research Officer

DEPARTMENT: SAHMRI Women and Kids

PURPOSE AND SCOPE OF THE POSITION

The position will assist with the implementation of the GIFT trial and related human milk research projects within the SAHMRI Women and Kids (SWK) Theme to a high standard of quality and in accordance with relevant regulations and guidelines.

Reporting to the Clinical Trials Research Officer, the position will also work closely with the team members within the SAHMRI Women and Kids Theme and other staff members at SAHMRI and relevant study site/s. The role will also interact with a range of external stakeholders including food services staff, health professionals, internal and external investigators, study researchers and clinical staff.

KEY RESPONSIBILITIES

The specific duties include:

- Assist with the implementation of the GIFT trial and related human milk research projects mainly at Lyell McEwin Hospital, but some work at the Women's and Children's Hospital and Flinders Medical Centre may be required.
- Perform and coordinate daily operation of GIFT trial milk related tasks, including ordering and receiving PDHM (Pasteurised Donor Human Milk) from Lifeblood, receiving and checking individual infant milk order forms for accuracy, preparing daily milk orders as per individual forms, monitoring compliance with relevant aspects of the department's Food Safety Plan and keeping accurate records of milk orders as required.
- Perform other milk related tasks as required for the GIFT trial when possible, such as wrapping of syringes and bottles.
- Preparation of GIFT trial feeds according to the research project parameters provided by the GIFT trial research team.
- Preparation of PDHM, EBM (Expressed Breast Milk), infant formula, specialised feed and fortification using standard recipes, based on individual prescriptions from the medical staff for hospitalised babies admitted to the neonatal unit.
- Maintaining a high level of infection control and food safety measures during milk preparation, consistent with local hospital policies and procedures.
- Handover feeding instructions to relevant and/or nursing/midwifery staff when babies complete the intervention period for the GIFT trial.
- Clarifying any variations from documented instructions.
- Ensure compliance with tracking of PDHM.
- Delivering and storing formula and processed EBM/PDHM to the nurseries.
- Discarding out of date milk products and collecting other equipment.
- Operating and maintaining all equipment in accordance with standard procedures and reporting breakdowns.



- Completing all dishwashing and cleaning tasks in accordance with department cleaning schedules and infection control guidelines.
- Meeting mandatory patient confidentiality requirements and using appropriate on ward communication with patients and staff
- Maintain sample control and confidentiality of cohorts as required by the GIFT trial.
- Maintain stocks of infant feeding equipment, labels, PPE and chemicals.
- Follow local hospital policies and procedures for receipt of goods.
- Monitor fridges and freezers used for the GIFT trial for compliance with Food Safety Plan (FSP) standards.
- Ensuring storage areas are maintained in a safe, hygienic, and secure manner.
- Ensure sufficient levels of supplies required for the GIFT trial are maintained.
- Coordinate appropriate actions in the event of activation of emergency contingency plans for the GIFT trial.
- Effectively use computer software programs for communication, label printing, monitoring of equipment.
- Maintain relevant records and statistics.
- Reporting incidents and hazards.
- Participating in audit and stock take processes.
- Participate in special projects to continuously improve processes, tools, systems and organisation.
- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work.
- Participate in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations and guidelines.
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the **Code of Conduct Policy**.

SPECIAL REQUIREMENTS

- Work at various sites, including Women's and Children's Hospital, Lyell McEwin Hospital and Flinders Medical Centre.
- DCSI Employment Screening – Working With Children Check and Police check required.
- SAHMRI is required to implement the Addressing vaccine preventable disease: Occupational assessment, screening and vaccination policy for SAHMRI employees carrying out work in any SA Health Facility.
 - Immunisation Risk for this position is - Category A (direct contact with blood or body substances)



Person Specification

QUALIFICATIONS

- Hold or undertaking a degree in a relevant field.
- Training in ICH-GCP highly desirable.

EXPERIENCE, KNOWLEDGE AND SKILLS

- Relevant experience in a food service/ward environment in a healthcare setting.
- Experience in managing Food Safety compliance records and documentation relevant to the role.
- Experience with computer systems and electronic record management.
- Relevant experience and understanding of infection control and food safety measures.
- Proven ability to maintain confidentiality and understand the importance of confidentiality and privacy at all times.
- High-level communication and interpersonal skills.
- Understanding of Australian hospital systems and experience in working in a hospital setting, including ability to understand the implications of conducting research within this setting.
- High level attention to detail and accuracy.
- Knowledge of Good Clinical Practice (GCP).
- Previous experience in large scale interventional studies involving both women and children preferable.
- Exhibit a caring, empathetic and positive attitude.
- Ability to communicate appropriately with a broad range of stakeholders including patients, health professionals and academic staff.
- Ability to write clear, succinct and accurate reports.
- Excellent organisational and time management skills including the ability to prioritise work and work independently as appropriate.
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People.
- Able to demonstrate the following SAHMRI Values and Culture:
 - **Excellence** – Persistent and Focused
 - **Innovation** – Bold, Driven, Dynamic
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun

LICENCES

- Current Driver's Licence