**Position Description**

**Position: Clinical Trials Fellow**

**Department: Trials Department**

**Reports to: Medical Advisor**

**Direct Reports Nil**

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| **Department Objective:** | To contribute to the eradication of suffering from breast cancer by ensuring high quality research for the prevention and treatment of all stages of breast cancer in accordance with the objectives of the BCT. |
| **Primary purpose of position:** | This position will also assist members of the Breast Cancer Trials (BCT) Operational Executive team (Chief Operating Officer - Research, Director of Research, SAC Chair and CEO), Medical Advisor and BCT staff in the conduct of the BCT research program. |

**Key Accountabilities**

* Provide clinical advice in relation to studies, participating sites or patients.
* Address medical queries from BCT staff, investigators and site trial coordinators.
* Education and support of BCT clinical trial staff in order to foster and maintain high standards of clinical trial conduct.
* Support the BCT Medical Advisor towards ensuring a high-quality research program.
* Participation as an invitee to BCT SAC meetings to understand and contribute to the research as directed by BCT strategy.
* Represent BCT at relevant meetings or conferences as required, to ensure success of our research program.
* Support as required of BCT communications and fundraising activities.
* Assistance with clinical trial protocol writing and development, and trials during recruitment and treatment (in support of the Study Chair).
* Attendance at BCT Annual Scientific Meeting.
* Work in accordance with BCT policies and procedures, the position description, and Codes of Conduct.
* Work in accordance with the mission and vision of BCT.
* Other duties as directed by the BCT Operational Executive as required from time to time.

**Key Challenges**

* Producing high quality, consistent and timely advice within the complex clinical trials environment
* Managing competing priorities under time and capacity pressure
* Innovation and problem solving to optimize research conduct and outcomes

**Competencies Required**

* A primary medical degree registerable with the Australian Health Practitioners Regulation Agency (AHPRA).
* Eligibility for Fellowship of the Royal Australasian College of Physicians (FRACP) and/or equivalent specialist recognition as provided for in the Enterprise Agreement or the Health Insurance Act 1973 within the next 12 months.
* Clinical experience in Medical Oncology.
* Demonstrated excellent communication and interpersonal skills.
* Ability to work proficiently unsupervised and as a member of a multidisciplinary team during periods of high demand and activity in an organised manner.
* Prior research experience and /or demonstrated commitment to research/ clinical trials is desirable.

**Work Health & Safety Requirements:**

* Take reasonable care of own health and safety and ensure actions do not adversely affect the health and safety of other persons.
* Comply so far as reasonably able, with any reasonable instruction that is given to ensure the BCT complies with the WHS Act and its legal obligations.
* Cooperate with any reasonable policy or procedure of the BCT relating to health and safety at the workplace.

**Additional Requirements**

* Provide evidence of entitlement to work in Australia
* Undertake a National Criminal Record Check prior to commencement.
* Willing to work outside normal working hours from time to time
* Comply with all applicable BCT Policies and Procedures
* COVID-19 vaccination is a mandatory requirement unless assessed exempt

**Position within the Department:**

**Approval/Acceptance**

Duties and responsibilities as per this document have been reviewed and agreed. It is acknowledged that from time to time duties may extend to any tasks delegated to you by your manager/supervisor.

| **Signed: Position Holder** |  | **Date:** |  |
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| **Signed: Supervisor** |  | **Date:** |  |