

POSITION DESCRIPTION – The Alfred

DATE REVISED:	18/08/2020
POSITION:	Evidence Officer, National COVID19 Clinical Evidence Taskforce (FTE: 0.6-0.8 negotiable)
AWARD/AGREEMENT:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise 2016-2020
CLASSIFICATION TITLE:	TBC
DEPARTMENT/UNIT:	Cochrane Australia School of Public Health and Preventive Medicine
CLINICAL PROGRAM:	Faculty of Medicine, Nursing and Health Sciences
DIVISION	Research Methods
ACCOUNTABLE TO:	Gavin Horrigan

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR PURPOSE

To improve the lives of our patients and their families, our communities and humanity.

OUR BELIEFS

Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental
- Excellence is the standard we work to everyday. Through research and education we raise the bar for tomorrow
- We work together. We play vital roles in a team that achieves extraordinary results
- Our leadership shares ideas and demonstrates behaviours that inspire others to follow

DEPARTMENT

Monash University is an energetic and dynamic university committed to quality education, outstanding research and international engagement. A member of Australia's Group of Eight research intensive universities, it seeks to improve the human condition and is committed to a sustainable future. Monash has six campuses in Victoria, a campus in Malaysia, a campus in South Africa, a centre in Prato, Italy, and numerous international partnerships and cooperative ventures. Monash has over 62,500 equivalent full-time students spread across its Australian and off-shore campuses, and over 7,400 full time equivalent staff. Almost 3,500 of these staff members are academic staff.

Monash School of Public Health & Preventive Medicine is a teaching and research unit of the Faculty of Medicine, Nursing & Health Sciences and is centred at the Alfred Hospital Campus. It plays a prominent role in public health medicine and works closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. For more information about us and the work we do, please visit www.med.monash.edu.au/sphpm/.

Cochrane Australia is one of 45 centres worldwide that coordinate the activities of Cochrane at national and regional levels. Cochrane Australia promotes the use of evidence in healthcare decision-making and supports contributors to Cochrane who want to produce independent high quality evidence in the form of Cochrane systematic reviews. Cochrane's principal output is the Cochrane Library which contains a database of over 7500 systematic reviews of healthcare interventions.

In addition to its role in providing a national profile, Cochrane Australia also has a research agenda relating to the production, use and implementation of evidence at both a policy and clinical level, and regularly undertakes commissioned reviews and other evidence services. Cochrane Australia is located at one of the School's sites at 553 St Kilda Road. For more information about our work, please visit australia.cochrane.org.

POSITION SUMMARY

The National COVID-19 Clinical Evidence Taskforce Evidence Officer plays a key role in evidence team for the National COVID-19 Clinical Evidence Taskforce, led by the Australian Living Evidence Consortium and based at Cochrane Australia, School of Public Health and Preventive Medicine, Faculty of Medicine, Nursing and Health Sciences, Monash University.

The Taskforce is responding to the unprecedented challenge of the COVID-19 pandemic by developing unified, national, evidence-based guidelines that provide Australian clinicians with a trusted 'single source of truth' to guide the care and provide people with suspected or confirmed CPVID-19. The Taskforce is committed to weekly updating, a world first.

DUTIES AND RESPONSIBILITIES

1. Evidence Officer
 - Develop PICO Questions in consultation with guidelines panels
 - Identify relevant systematic reviews, primary research and guideline recommendations to assist with preparation of evidence profiles
 - Extract and analyse data from relevant studies
 - Assess risk of bias in relevant studies
 - Produce evidence profiles summarising the evidence for presentation to National Guideline Panels
 - Present evidence summaries at guideline panel meetings as needed
2. Comply with University policy, procedure and protocols relevant to the research being conducted
3. Other duties as directed by the Head of Operations

Selection Criteria

Education/Qualifications

1. The appointee will have:
 - a tertiary qualification in a relevant field from a recognised university; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated experience in evidence synthesis and guideline development
3. Well-developed stakeholder management skills, including a proven ability to interact with a diverse range of colleagues and stakeholders
4. Sound understanding of the healthcare environment, some clinical knowledge would be an advantage.
5. Sound analytical and problem-solving skills, including the ability to solve problems by taking initiative, using discretion and demonstrating attention to detail.
6. Experience with MAGICapp, Covidence and RevMan is desirable.
7. Advanced computer literacy, including the ability to learn and adopt new software packages as required. Demonstrated high-level proficiency in the MS Office Suite (Word, Excel and PowerPoint) essential; InDesign skills desirable.

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:

- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role

OTHER JOB-RELATED INFORMATION

- The position may require the incumbent to travel to other campuses.
- Time outside usual business hours may be required during busy periods and to attend functions as well as in-house or external training sessions.
- There may be peak periods of work during which the taking of leave may be restricted.
- Ensure you are aware of and adhere to legislation and Monash University policy relevant to the duties undertaken, including:
 - Equal Employment Opportunity, supporting equity and fairness
 - Conflict of Interest (including Conflict of Interest in Research)
 - Paid Outside Work
 - Privacy
 - Research Conduct
 - Staff/Student Relationships
 - Occupational Health and Safety