



Applicant Information: 2022 SKILLED Cancer Clinical Trial Assistant Internship

The Victorian Comprehensive Cancer Centre Alliance (VCCC Alliance) is once again offering SKILLED Clinical Trials Assistant Internships to suitable applicants across Victoria. The Clinical Trial Assistant (CTA) Internship provides an opportunity for graduates with an Honours or Master's tertiary degree in science or a healthcare discipline to develop their skills and experience towards a future career as a cancer Clinical Trials Assistant.

Internship placements will commence in February 2022 and are available at metropolitan Melbourne and Victorian Regional cancer clinical trial sites. Regional placements are likely to be in Bendigo, Ballarat, Wangaratta, Shepparton and Geelong.

Placements are advertised separately on SEEK, **closing 5th September 2021**. To apply, please follow the instructions provided via our VCCC Alliance ads on SEEK:

- Metropolitan: <https://www.seek.com.au/job/53331044>
- Regional: <https://www.seek.com.au/job/53330533>

Applicants who are successful in gaining one of these highly sought-after placements, will participate in a practical internship that provides supervised training and experiential learning based at either a Melbourne Metropolitan or Victorian Regional cancer clinical trials site. Placements are structured to enhance future job readiness and employment opportunities in the health sector.

During the placement, CTA Interns will learn about and gain supervised experience in the duties and accountabilities of the cancer CTA role, experiencing how a CTA acts as the main conduit between clinical trial sponsors to assist with onsite trial monitoring processes and deliverables.

2022 SKILLED Clinical Trial Assistant Internship Program

Integrated and Supervised Onsite Training: Learning Areas and Responsibilities

The following information outlines the key areas of learning, learning activities and the responsibilities the intern will undertake during their internship program. CTA Interns are supported by a host site supervisor who will provide coaching support, direction and guidance throughout the internship program. Each Intern will also be supervised by and learn from an experienced onsite clinical trial staff.

Internship Program Summary

The Clinical Trials Assistant (CTA) Intern will complete an initial two-week induction program, conducted by the VCCC Alliance, followed by a structured 38-week onsite placement which integrates formalised learning and practical supervised experiential learning. During this program, the CTA Intern will experience how a clinical trial unit functions and will specifically learn how to assist in providing administrative and clerical support to ensure effective and efficient team operations. With the support and guidance of experienced team members, the CTA intern will: assist in maintaining appropriate



regulatory documents and ensuring regulatory compliance in the conduct of clinical trials; act as the main communication conduit between clinical trial sponsors; and gain an overview and learn the importance of the CTA role during their internship.

Reporting

The CTA Intern will report to and follow the directions of the nominated host site supervisor.

Immunisation Risk Category Description

Category A: Position involving direct patient contact, potential for exposure to blood, body fluid, human tissue specimens during course of a normal working day.

(Use of Personal Protective Equipment will be a requirement and training will be provided)

<https://www2.health.vic.gov.au/public-health/immunisation/adults/vaccination-workplace/vaccination-healthcare-workers>

Intern Key Relationships:

Placement Site, Internal Key Contacts:

Department Head, Clinical Trial Unit Business Operations Lead, Team Leaders, Site Staff, Investigators, Ethics Submission Coordinator, Clinical staff & Health Information Services

Other, likely external contacts:

Patients, clinical trial sponsor representatives, public and private hospital contacts, Clinical Specialists and General Practitioners, pathology services, Cancer Trials Australia and other Health Professionals.

Key Learning and Practice Areas and Responsibilities:

All learning and practice areas listed will be undertaken under the direct or indirect supervision of onsite experienced trial staff.

Learning and Practice Area: Clinical Trials Administration

The Intern will learn to assist with the administrative support required for the smooth functioning of clinical trials team members, which will include learning about and gaining experience in:

- Administration activities and processes necessary to assist clinical trial unit staff with the day to day running of multiple clinical trials
- Interpreting the needs and priorities within the team to provide effective administrative support
- Allocating trial-related tasks to ensure they are met within designated timelines, in an organized manner and in accordance with International Conference for Harmonization (ICH) guidelines for Good Clinical Practice (GCP) to ensure the safety and protection of trial participants and the integrity of trial data subsequently collected.
- Maintaining regulatory files in accordance with ICH GCP and the sites Unit's Standard Operating Procedures (SOPs).



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- Administration of electronic and hard copy filing in a timely manner and in accordance to regulatory requirements.
- Effectively coordinating onsite monitoring visits.
- Co-ordinating financial processes in compliance with site policies and regulatory guidelines.
- Developing and learning how to implement tools/processes to oversee and facilitate patient reimbursement.

Learning and Practice Area: Database/s and Clinical Trial Management System Support

The Intern will learn to assist with the management and maintenance of Clinical Trial Management Systems, which will include learning about and gaining experience in:

- How to use and access relevant systems/databases.
- Providing support and acting as a resource to clinical trial unit staff in the use of the clinical trial management systems.
- Learning about data entry requirements and entering accurate data into relevant clinical trial unit database/s within allocated timelines.
- Ensuring all data entered is accurate and verifiable against source data.
- Applying learnings gained throughout the internship to achieve high standards in the quality of clinical trial data entered.
- Understanding confidentiality and privacy requirements of data handled.

Learning and Practice Area: Teamwork

The Intern will gain experience in the necessities and practicalities of teamwork and cooperation in a functioning clinicals unit by:

- Participating in appropriate quality assurance activities.
- Participate in clinical trial unit and team meetings.
- taking responsibility for developing and maintaining a productive working relationship with colleagues and staff within site and those indirectly associated with the site such as clinical trial Investigators, Clinical Research Organisations (CROs), Clinical Research Associates and trial sponsors.
- Communicating respectfully, proactively and openly, listening actively and asking questions.
- Communicating with a wide range of individuals at various levels of seniority with confidence and respect.
- Maintaining confidentiality and displaying discretion in dealing with staff and patients alike.

Learning and Practice Area: Organisation, Problem Solving and Prioritisation Skills

The Intern will gain practical experience in the necessities of being organised and able to prioritise and problem solve in an active clinical trial unit environment by:

- Learning about activity timelines and deadlines and about the priorities required in a clinical trials unit and how to apply those priorities.
- Experiencing the pressures of both quality and time required to meet consistently high



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standards in a clinical trials unit and learning to manage those pressures.

- Utilising excellent organisational and forward planning skills based on the Interns own experience and education.
- Maintaining appropriate workload planning and tracking tools to keep self on track.

Intern Responsibilities

Successfully selected CTA Interns will be required to:

- Comply with all Clinical Trial Unit (CTU) site Policies and Procedures.
- Demonstrate and role model CTU site values.
- Comply with the Requirements of the National Safety & Quality Health Service Standards.
- Complete and maintain all mandatory training relevant to area of practice.
- Contribute to a safe and healthy placement environment and utilise personal protective equipment as required.
- Report any unsafe practices through the incident reporting system provided.
- Promote a no blame culture of safety and wellbeing.
- Maintain knowledge of onsite emergency procedures and location of emergency equipment.
- Take all reasonable steps to prevent bullying, discrimination and harassment in the workplace.
- Report any incidents of bullying, discrimination or harassment experienced or observed.
- Observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- Be able to travel between sites, if necessary, for the Intern role (COVID-19 restrictions permitting).

General Conditions:

All CTU sites strongly support patients in expressing their wishes and values. Sites have zero tolerance of child abuse and all allegations and safety concerns will be treated very seriously. For more information refer to the Site's Child Safe Policy.

All CTU sites are an equal opportunity employer and committed to providing interns a placement environment which is free from bullying, harassment or discrimination. All sites are a smoke-free environment.

CTU sites reserve the right to modify learning areas, activities, practice areas and responsibilities as required, and the Intern will be consulted if and when this occurs.