

2024 SKILLED - Clinical Trial Administrative Officer SKILLED Internship Program

Graduate program information

Expanding Victoria's clinical trial activity calls for a highly trained workforce, capable of meeting increasing demand. The Victorian Comprehensive Cancer Alliance (VCCC Alliance) Development of Clinical Trials Workforce Capacity and Capability Program established internships, in partnership with the Parkville Cancer Clinical Trials Unit (PCCTU).

The SKILLED internship program provides a pathway for successful applicants to build role-specific clinical trial knowledge, experience, and skills in a clinical trial unit.

For science honours graduates & above, interested in pursuing a career in clinical trials and would like to build skills and gain experience in a clinical trials unit, SKILLED is an opportunity to achieve their career aspirations.

Program overview:

The clinical trial internship provides both theoretical and hands-on learning for positions of high demand, increasing employability and providing opportunities within the sector. Interns will gain on-site training with VCCC Alliance partners and collaborators in Melbourne metro and regional Victoria locations.

2024 Skilled Clinical Trial Administrative Officer (CTAO) Internship

Scheduled to commence on Monday 12 February 2024 and conclude on Friday 26 July 2024 (24 weeks duration).

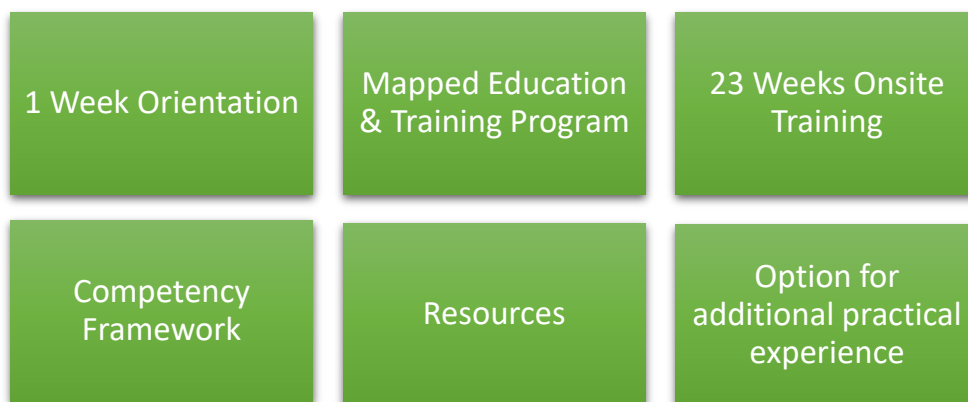
Mandatory orientation training will be conducted over 1 week from Monday 12 – Friday 16 February 2024 to be held at the VCCC building, 305 Grattan Street Melbourne 3000.

Important Additional Information:

There is further information available on the VCCC Alliance website including a FAQ document::

<https://vcccalliance.org.au/our-work/education-and-training/skilled-internships/clinical-trial-assistant-internship/>

Program structure:



The SKILLED internship Competency Framework (Addendum B) underpins the program with the Competency Assessment utilised to monitor and evaluate CTAO interns' progress and job readiness on completion of the program.



Program information:

Host sites:

Expressions of interest for Victorian regional and metropolitan host sites to participate in the 2024 SKILLED internship program are being circulated. Victorian clinical trial related services (including medical oncology, palliative care, surgery and radiation oncology clinical trial units and research governance office) have been invited to apply. There may also be the opportunity for shared positions involving rotation of interns through two units offering differing experiences.

Intern Stipend:

Interns are administered a stipend, designed to support the cost-of-living expenses whilst undertaking training placement. The stipend is equivalent to \$2,383 a month for CTAO interns.

Regional relocation support:

VCCC Alliance have applied for funding to support students required to relocate for a regional placement, this will be confirmed prior to the internship.

Recruitment and selection strategy:

While there are expected to be a total of up to 10 CTAO internship 2024 placements available to apply for, these numbers are dependent on host site demand and successful expression of interest to host an intern, as well as the applicant's availability to relocate for a regional position if offered a placement.

As part of a competitive process candidates applying directly to the SKILLED internship program are advised the closing date is 8 October 2023.

- Applications are required to address the key selection criteria, include a current resume, and cover letter
- VCCC Alliance will review all applications submitted and conduct interviews for successful candidates assessed to progress to the next stage of recruitment, conduct referee checks as required, and advise all candidates of the outcome of the interview and referee process
- VCCC Alliance expect to advise all applicants of the outcome of their application within a week of the closing date, or as soon after as possible.



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To be considered for a VCCC Alliance SKILLED internship placement, applicants will be required to meet the key selection criteria as specified in the attached document outlining the responsibility & activities for interns undertaking the SKILLED Internship program. Please note the internship is a full time, 24-week structured training program of both theory and supervised practical experience. Applicants who cannot fulfil the time commitment because they require reasonable adjustments will be considered; the applicant can raise this with Chris Packer, Manager SKILLED Internship program on 0439 556 525 if a confidential conversation is required. Applicants without a basis for reasonable adjustments, who are not able to fulfill the internship on a full-time basis, unfortunately cannot be considered.

Police checks, vaccinations & immunisation requirements:

Interns will be required to have a current International criminal record check prior to commencement of any placement, with some host sites also requiring a working with children and vulnerable persons check. Sites will communicate these requirements directly with interns prior to commencement of internship.

Vaccination requirements for interns are the same as all Health Care professionals in the health care sector as per <https://www2.health.vic.gov.au/public-health/immunisation/adults/vaccination-workplace/vaccination-healthcare-workers> The intern's host site/healthcare facility has responsibility for monitoring and recording compliance of interns with the Victorian health vaccination for health care workers requirements. This includes advice to interns on the local healthcare policy including who is responsible for arrangements for immunisation to take place; fund the cost of screening and or vaccination, and confirmation of the categorisation of the intern as a healthcare worker individually assessed for specific vaccines and taking possible contraindications into account, to guide vaccine protocols.

Host site practices will include the use of standard and additional precautions to minimise exposure to blood and body fluids and if exposure does occur, guidelines for post exposure prophylaxis are to be followed. Any exceptions to immunisation requirements will be managed by the host site according to the organisation's policy, in order to meet their Occupational Health and Safety requirements.

How planned and unplanned absence will be managed:

Attendance at orientation and during placement is required each day during what is considered to be normal business hours for the host site (e.g., Mon- Friday 8.00am – 5.00pm). Absence can be requested outside of key orientation program, mandatory training, and rotation dates by negotiation with the site supervisor.

If the Intern is unwell and cannot attend their placement:

- During the period of orientation, the intern is required to contact VCCC Alliance SKILLED Program Coordinator (who will advise the host site and other relevant parties)
- During placement the intern is required to contact their host site manager or supervisor



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- Host sites have responsibility for operational management of the intern including management of all absences
- Host sites will monitor absences and provide advice to the VCCC Alliance if there is a requirement to make up time or the intern has excessive periods and / or unacceptable patterns of absence prohibiting them from gaining the experience to be job ready and meet the required levels of competency.
- Intern's absence will be guided by the attached absence guidelines (Addendum C)

Agreements:

VCCC Alliance will enter into a letter of agreement with Host sites and the intern outlining training, host site and intern responsibilities, reporting and management requirements



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Addendum A

Clinical Trial Administrative Officer Internship: Mapped Education / Training Programs

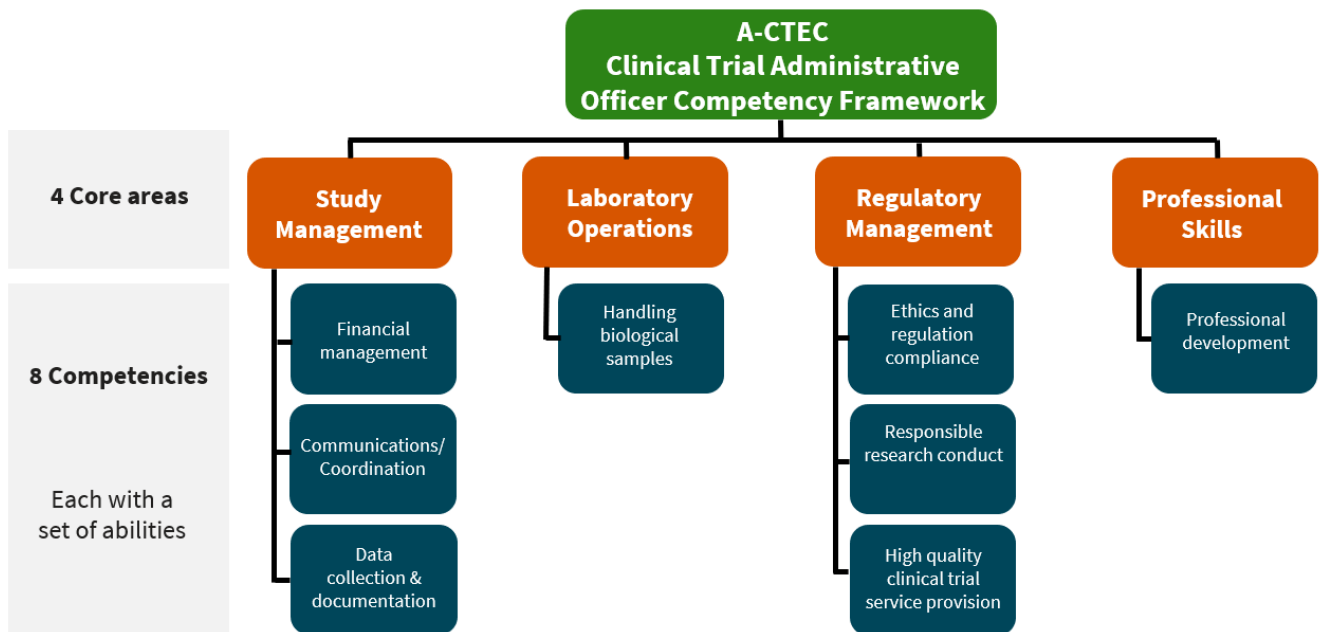
VCCC Alliance Orientation
Host Internship – On-site supervised training
A-CTEC clinical trials essential modules
A-CTEC Online quizzes post-orientation
Good Clinical Practice Training
Safe Shipping & Handling online course
Health Privacy and the Health Records Act (Online course)
Budgets and contracts training
RCH/MCRI Governance and Paediatric Workshop
VCCC Alliance 'Clinical Trials in Practice' Online Modules (7 modules)
Electronic Records Management (ERM) practical workshop
Monthly guided resources and consolidation sessions
VCCC Alliance Effective Communication in Patient Care (online course)
Good Clinical Laboratory Practice online learning modules
Regular competency assessments by the site
Monthly submission of the Skills Tracker
Investigator Site File (ISF) Workshop
Introduction to Oncology Clinical Trials
Effective communication with site monitors training
Tele-health & Tele-trials training
Registry trials training
Feasibility and Site Initiation Visit, Sponsor's perspective training
Site Specific Quality Improvement Project - implementation and presentation

Disclaimer: VCCC Alliance SKILLED program and timeframe may alter at VCCC Alliance's discretion.

Glossary: RCH= The Royal Children's Hospital; MCRI= Murdoch Children's Research Institute; A-CTEC =Australian Clinical Trials Education Centre

Addendum B

Clinical Trial Administrative Officer Internship: Competency Framework (Overview)



*VCCC Alliance SKILLED internship program acknowledges this Competency Framework is the Intellectual Property of the Australian – Clinical Trial Education Centre (A-CTEC).

Addendum C

Guidance for Intern Absences

The following guidance is provided to host sites and supervisors in relation to management of Interns planned and unplanned absences throughout the SKILLED internship program (**Internship**). This guidance acknowledges that Interns are engaged by the host site as an intern under a letter of agreement and are not an employee.

1 24-week Internship - Unplanned Absences - e.g., Illness

Interns are permitted a total of three days of unplanned absences (in relation to illness/unforeseen emergencies) during the course of the Internship.

Consideration will be made by the host site in consultation with the SKILLED program to potentially extend an intern's Internship where there are in excess of three days of unplanned absences during the course of the Internship. This will be considered on a case-by-case basis, taking into account particular circumstances, the potential impact on the Intern achieving the required level of competency and will involve a discussion between the host site and the VCCC Alliance Internship Manager.

2 24-week Internship - Planned absences

Interns are not required to attend the host site on gazetted Victorian public holidays that fall within the course of the Internship.

Host sites are encouraged to provide Interns with a three-day planned absence at a time agreed with the Intern that is approximately halfway through the Internship (i.e., between weeks 12 and week 15). Planned absences must not be scheduled during mandatory training dates VCCC Alliance Internship Program Coordinator must be advised of all planned absences.

3 Monthly day

Where the Intern undertakes placement in excess of a 76-hour fortnight, they are to be provided with one additional day of planned absence every 4 weeks (this applies to both 24 and 40-week Internships)



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4 Feedback from Host Sites

Host sites are encouraged to provide feedback to the VCCC Alliance Internship Program Coordinator in relation to the application of this guidance at the Host Site.

Recommended days of planned and unplanned absences are based on what are considered reasonable days of absence, acknowledging that the SKILLED Internship is an intensive vocational learning program and the competency requirements that are required to successfully complete the Internship.

If you have any queries in relation to this guidance, please contact the VCCC Alliance Internship Program Coordinator.

Disclaimer: VCCC Alliance SKILLED program acknowledge some of the information provided in this document is still under review. Content and timeframe may alter at VCCC Alliance's discretion.



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