

CLINICAL TRIAL WORKFORCE

	Responsibility	Checklist
1	Working familiarity of your Organisational Charter, and the Australian Charter of Healthcare Rights	<input type="checkbox"/>
2	Working familiarity of the policies and procedures, and the related processes and systems surrounding capacity and decision making/ decision maker status	<input type="checkbox"/>
3	Working familiarity of other relevant Partnering with Consumers policies and procedures, and the related processes and systems	<input type="checkbox"/>
4	Working familiarity of your organisational informed consent policies, procedures, and the related processes and systems	<input type="checkbox"/>
5	Educate yourself on the value of participant and decision maker engagement, and encourage active participation and sharing in decision making and care planning (to the extent that they choose)	<input type="checkbox"/>
6	Educate yourself on the value of consumer engagement, how it contributes to the safety and quality of health care, and how it supports clinical trial participation	<input type="checkbox"/>
7	Undertake regular Partnering with Consumers training and education, as per your organisation's schedule	<input type="checkbox"/>
8	When developing meaningful relationships with service users, understand the complexity of their interactions with the clinical trial service, the complexity of the context in which they reside, and their needs as a clinical trial participant	<input type="checkbox"/>
9	Tailor your approaches to meet the differing communication needs of service users and provide them with access to, and use of, high-quality, easy-to-understand information in languages, formats, and ways that reflect their needs (including telehealth, translations, interpreter service, etc)	<input type="checkbox"/>
10	Look for opportunities to improve the areas of the clinical trials service that you are responsible for, and the care given to participants	<input type="checkbox"/>
11	Identify and report risks, issues, or anything that could compromise your ability to safely partner with service users and consumers. Report using both clinical trial/research-specific and organisational systems and processes. Work with management to resolve issues and implement preventative and corrective actions.	<input type="checkbox"/>

12	<p>Use the relevant processes and systems to receive and respond to consumer and service user feedback and complaints.</p> <p>Work with management to resolve issues, implement preventative and corrective actions, and improve practise if feedback and/or complaints are received.</p>	<input type="checkbox"/>
----	---	--------------------------