SUPPORTING DEPARTMENTS

	Responsibility	Checklist
1	Working familiarity of your Organisational Clinical Governance framework policies, procedures, and the related processes and systems	☐
2	Undertake regular education and training to maintain credentialling and keep skills and competencies up to date, and expand your scope of practise, as per your organisation's standard schedule	☐
3	Work within your defined scope of practise and in line with your skills and experiences. Work with your manager to assess your scope of practise, performance, and professional competencies at regularly scheduled intervals, as per your organisations standard practise	☐
4	Perform delegated clinical trial tasks in line with relevant national requirements and in a way that is responsive to change. Including the National Statement and the Code, the National Clinical Trials Governance Framework, the Australian Open Disclosure Framework, National regulations, standards, codes of conduct, and legislation	☐
5	Perform delegated clinical trial tasks in line with relevant local requirements: Including the trial protocol, Conditions of HREC and Governance approval, your organisational charter and clinical governance framework, Local policies and procedures, Contractual and sponsor requirements	☐
6	Develop relationships with key contacts (clinicians, colleagues at other sites, consumers, supporting departments, etc) to support clinical trial operations, service improvement, and best clinical outcomes for participants	☐
7	Manage departmental resourcing and budgeting, identifying funding sources and whether the organisation can provide appropriate space, capacity and resourcing	☐
8	Appropriately resource your team members in delivering your departmental services. Including: adequate staff numbers and appropriate workloads, working space, equipment, supplies (clinical and office), storage/secure storage, access to computers and EMR systems, etc	☐
9	Assess the feasibility of providing services to new trials, in partnership with clinical and non-clinical managers and researchers, making your overall workload a primary consideration	☐

10	In partnership with researchers and the clinical trial workforce, identify and report risks, issues, or anything that could compromise your ability to deliver care in a safe environment. Report using both clinical trial/research-specific and organisational systems and processes. Work with management to resolve issues, implement preventative and corrective actions, and improve practise if incidents occur	☐
11	Use the relevant processes and systems to receive and respond to consumer and service user feedback and complaints. Work with management to resolve issues, implement preventative and corrective actions, and improve practise if feedback and/or complaints are received.	☐
12	Provide feedback on the functioning of the clinical trials service by using organisational processes and channels	☐
13	Contribute to the development, management, and review of clinical trials service governance (including the National Clinical Trials Governance Framework), where opportunities present themselves	☐
14	Look for opportunities to improve the areas of the clinical trials service that you are responsible for, and the care given to participants	☐