



## Post Specification

<b>Post Title:</b>	<b>Clinical Study Coordinator (trial manager)/Research Associate for SENSE-Cog CARE</b>
<b>Post Status:</b>	Fixed-term Contract– Full-time (Part-time negotiable)
<b>Research Group / Department / School:</b>	School of Medicine, Global Brain Health Institute, Trinity College Dublin, the University of Dublin
<b>Location:</b>	St James' Hospital, Dublin, Global Brain Health Institute, Trinity College Dublin, the University of Dublin College Green, Dublin 2, Ireland
<b>Reports to:</b>	Iracema Leroi, Associate Professor of Psychology
<b>Salary:</b>	Appointment will be made on the IUA scale at approximately Level 1, point 12 scale (commensurate with experience) at a point in line with Government Pay Policy
<b>Hours of Work:</b>	Full time
<b>Closing Date:</b>	5pm (GMT), Aug 1 2021

## Post Summary

The post holder will be part of a multidisciplinary research team, based at St James' Hospital in Dublin, working on studies examining cognitive disorders. Current research focuses on Alzheimer's and other dementias, mild cognitive impairment, brain-injury and healthy volunteers. Our studies use different methods including imaging, biomarkers and neuropsychological methods to assess healthy volunteers, carers and patients.

The team's current study portfolio is a combination of investigator-led (i.e. [www.sense-cog.eu](http://www.sense-cog.eu)) and industry-sponsored studies.

The post holder will coordinate a newly funded 24-month trial (a feasibility cluster randomized trial) in 10 care homes across Ireland, called SENSE-Cog CARE. **This will involve leading a team of a research assistant, health economics fellow, and research therapist, as well supporting the patient and public involvement (PPI) activities of the study.** It will involve liaising very closely with the study lead (I Leroi) as well as other members of the applicant team, including those located in University College Cork.

The post holder will interface with the clinical team at St James' Hospital's Memory Clinic, the existing research team, as well members of the Clinical Research Facility (CRF) at St James' Hospital, who will be supporting the trials. **The study will start in September 2021.**

### **Background to the trial, SENSE-Cog CARE**

Over 50% of residents with dementia (RwD) in nursing homes have clinically significant hearing and/or vision impairments that are frequently undetected or under-corrected. Additionally, sensory environments (i.e. noise and lighting levels) in nursing homes are often sub-optimal, contributing to sensory-cognitive challenges. This may result in higher care needs and poor quality of life. Enhancing sensory-cognitive healthcare in nursing homes may thus be a pragmatic, cost-effective way to improve quality of life for RwD.

***SENSE-Cog CARE's aim is to adapt and feasibility test a hearing/vision (sensory) support intervention (SSI) for people with dementia in nursing homes across Ireland*** through several Work Packages.

In **Work Package (WP) 1**, we will iteratively adapt the SSI through consultation with professional and lay stakeholders, using workshop and Patient and Public Voice (PPV) meetings. The SSI, delivered by Sensory Champions selected from each nursing home, will involve: (1) resident sensory screening, assessment and provision of sensory aids, with adherence support; (2) staff training and awareness raising for sensory health and communication skills; (3) developing a 'sensory friendly' environment; (4) ensuring optimal care pathways to hearing/vision providers (i.e. audiology and optometry services).

In **WP2**, we will conduct a feasibility-pilot cluster randomised trial involving up to 10 homes across Ireland, randomly allocated (1:1) to receive the adapted intervention or to continue Care as Usual (CAU). Assessments will be undertaken by a blinded researcher with residents and staff at baseline, 3 and 6 months. Data will include changes in: resident quality of life, functional ability, behaviour and cognition; quality and culture of care, reported by staff; and sensory environment. Using a process evaluation, we will explore intervention delivery/acceptability to staff and residents, and participant uptake, engagement and retention. Exploration of barriers and facilitators to intervention and trial delivery will inform refinement of the intervention and future trial design.

In **WP3**, we will develop, and feasibility test a health economic model evaluating cost-effectiveness of the SSI.

In **WP4 (SWAT)**, we will conduct a nation-wide survey to scope capacity and capability for applied dementia research in Irish nursing homes. This WP will be led from University College Cork, by Professor Nicole Muller.

***Our findings will inform progression to a definitive trial in collaboration with international partners, and contribute to emerging evidence of care home research methodology.***

### **Standard Duties and Responsibilities of the Post**

The post holder will gain experience with managing the SENSE-Cog CARE Trial. As such, all aspects of research study management will be required, and all aspects of the research process may be involved.

The main responsibilities of the post-holder will be to support the set-up, co-ordination, management, and delivery of the trial. Other duties may include workshop and focus group organization, protocol development, obtaining necessary approvals, coordinating study team meetings, driving recruitment, data management (including finalizing a data management plan and linking with the data protection officer), data collection (liaising with the research data officers and setting up REDCAP for data capture), data analysis (quantitative, qualitative), conducting data checks, adhering to trial protocols, dissemination of findings (manuscript preparation and presentation), report preparation (for the funder), and study close-out and archiving.

**1. General trial management:**

Communicate effectively with participants, the research team and other professionals as appropriate. Provide ongoing information, advice and support to individuals participating in research studies and their carers and act on any concerns raised in a timely manner. To support preparation for site initiations, periodic monitoring and safety reporting. The post holder will support the delivery of the various internal/external audits. Ensure the research studies are carried out efficiently and effectively. Maintain study site files and documentation. Meet with and present to potential collaborators including funding bodies, pharmaceutical companies and others as required. The post holder will be expected to manage budgets related to the projects and line manage junior staff.

**2. Recruitment:**

Recruit and screen participants to ensure the recruitment targets for the studies under her /his responsibility are achieved. Promote and maintain effective communication with research participants and members of the research team. Collaborate with external/ internal academic colleagues. Attend multi-disciplinary meetings and clinics as appropriate. Evaluate participant eligibility for entry to the study by carrying out screening assessments.

**3. Assessments:**

To undertake assessments of participants and monitor their condition throughout their participation.

**4. Data Management:**

Ensure all adverse events and/or incidental findings are appropriately recorded and reported. Maintain accurate records and ensures all relevant information is documented in source data worksheets and patient medical records if applicable. Complete the electronic case report form in a timely and efficient manner. Obtain any missing data and resolve queries with the clinical investigators. To observe the confidentiality of participant information at all times, in accordance with the Data Protection Act. Contribute to reports or presentations as required by the principal investigators.

**5. Planning and Organising**

Organise, support and attend research meetings, and other members of the team as necessary.

## **6. Problem Solving**

Co-ordinate assessments and follow-up as necessary in accordance with research protocol.

## **7. Key Contacts/Relationships**

The post-holder will work with Professor Iracema Leroi at the Global Brain Health Institute (GBHI) at Trinity College Dublin. Locally, they will work closely with clinical team at the Memory Clinic at St James's Hospital, and the Clinical Research Facility (CRF at SJH). Internationally, they will also work closely colleagues in Australia undertaking a similar protocol (under Dr Piers Dawes), with the eventual aim of submitting an international, fully powered RCT.

## **Person Specification**

### **Qualifications**

PhD in health/psychological sciences or nursing is preferred for this post. Under exceptional circumstances, a MSc in psychology, cognitive neuroscience, neuroscience, nursing, biomedical engineering, nursing degree, or related field with extensive experience in working with older adults in the context of psychosocial interventions/trials will be considered.

### **Knowledge & Experience (Essential & Desirable)**

Essential:

- Previous experience in project coordination in the health sciences field for at least 4 years
- Knowledge of project management and clinical trial conduct and management
- Good Clinical Practice (GCP) for research conduct
- Experience working with older adults, particularly those with dementia (or similar conditions)
- Evidence of formulating, planning and carrying out a research project

Desirable:

- Understanding of project management techniques
- Research study portfolio management and development
- Research grant proposal writing experience

### **Skills & Competencies**

- Excellent computer and data management skills
- Willingness to travel to care homes across Ireland
- Understanding of data capture mechanisms (i.e. using REDCAP) and data protection issues
- Writing proficiency and manuscript preparation
- Self-motivated with the ability to work both as part of a multi-disciplinary team and able to take the initiative when working alone
- Ability to guide and support other members of staff; effective team working
- Evidence of continuing professional development
- Excellent organisational skills and ability to prioritise work and meet deadlines
- Able to establish appropriate documentation and record keeping

- Good presentation skills and ability to prepare and present reports
- Assertive, confident and emotionally resilient
- Personal commitment, enthusiasm, professional attitude and positive role model

**Application Procedure**

Applicants should submit:

- A cover letter explaining why this position interests you and what you will bring to it
- Your curriculum vitae (maximum two A4 pages)
- Your transcript or grades (from MSc/BSc/BA/PHD)
- The names of three references with email addresses and phone numbers

**Completed applications to be sent by email with the subject line SENSE-Cog CARE Study Coordinator to by August 1 2021.**

Name: Iracema Leroi, Associate Professor of Psychology

Email Address: leroii@tcd.ie

**Further Information for Applicants**

URL Link to Area	<a href="http://www.tcd.ie">www.tcd.ie</a>
URL Link to Human Resources	<a href="https://www.tcd.ie/hr/">https://www.tcd.ie/hr/</a>

## **GARDA CLEARANCE:**

Police vetting will be sought in respect of individuals who come under consideration for a post.

PLEASE NOTE: Applicants will be required to complete and return a Garda vetting form should they come under consideration for appointment. In some cases they may be requested to complete the form on the day of interview. This form will be forwarded to An Garda Síochána (Irish Police) for security checks on all Irish addresses at which they have resided. An Garda Síochána will make enquiries with the Police Service of Northern Ireland with respect to addresses in Northern Ireland. If an applicant is not successful in obtaining the post for whatever reason, this information will be destroyed. If an applicant, therefore, subsequently comes under consideration for another position, they will be required to supply this information again.

While applicants must complete information in relation to all addresses at which they have resided, the vetting is only done on addresses on the island of Ireland.

If an applicant has resided / studied in countries outside of Ireland for a period of 6 months or more, it is mandatory for them to furnish a Police Criminal Records Check/ Police Certificate from those countries stating that they have no convictions recorded against them while residing there. Applicants will need to provide a separate Police Criminal Records Check/ Police Certificate for each country in which they have resided. The Police Criminal Records Check/ Police Certificate must be dated after the date the applicant left the relevant country. Applicants should provide documentation in the English and/or Irish language. Translations must be provided by a registered translation company/institute in the Republic of Ireland; all costs will be borne by the applicant. Only original version documents will be accepted.

Applicants should be aware that any information obtained in the Garda Vetting process can be made available to the employing area.

It is the responsibility of the applicant to seek security clearances in a timely fashion as they can take some time. No applicant will be appointed without this information being provided and being in order.

The following websites may be of assistance in this regard:

[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

[www.psni.police.uk](http://www.psni.police.uk)

This website provides information on obtaining a national police clearance certificate for Australia

[www.afp.gov.au](http://www.afp.gov.au)

This website provides information on obtaining police clearance in New Zealand.

[www.courts.govt.nz](http://www.courts.govt.nz)

For other countries not listed above applicants may find it helpful to contact the relevant embassies who could provide information on seeking Police Clearance. Original Police Clearance documentation should be forwarded to Human Resources where it will be copied and the original returned to the applicant by post. **Any cost incurred in this process will be borne by the Applicant.**

## **Trinity College Dublin, the University of Dublin**

Trinity is Ireland's leading university and is ranked 108th in the world (QS World University Rankings 2020). Founded in 1592, the University is steeped in history with a reputation for excellence in education, research and innovation.

Located on an iconic campus in the heart of Dublin's city centre, Trinity has 18,000 undergraduate and postgraduate students across our three faculties – Arts, Humanities, and Social Sciences; Engineering, Mathematics and Science; and Health Sciences.

Trinity is ranked as the 17th most international university in the world (Times Higher Education Rankings 2020) and has students and staff from over 120 countries.

The pursuit of excellence through research and scholarship is at the heart of a Trinity education, and our researchers have an outstanding publication record and strong record of grant success. Trinity has developed 19 broad-based multidisciplinary research themes that cut across disciplines and facilitate world-leading research and collaboration within the University and with colleagues around the world.

Trinity is also home to 5 leading flagship research institutes:

- Trinity Biomedical Sciences Institute (TBSI)
- Trinity College Institute of Neuroscience (TCIN)
- Trinity Translational Medical Institute (TTMI)
- Trinity Long Room Hub Arts and Humanities Research Institute (TLRH)
- Centre for Research on Adaptive Nanostructures and Nanodevices (CRANN)

Trinity is the top-ranked European university for producing entrepreneurs for the past five successive years and Europe's only representative in the world's top-50 universities (Pitchbook Universities Report).

Trinity is home to the famous Old Library and to the historic Book of Kells as well as other internationally significant holdings in manuscripts, maps and early printed material. The Trinity Library is a legal deposit library, granting the University the right to claim a copy of every book published in Ireland and the UK. At present, the Library's holdings span approximately 6.5 million printed items, 400,000 e-books and 150,000 e-journals.

With over 120,000 alumni, Trinity's tradition of independent intellectual inquiry has produced some of the world's finest, most original minds including the writers Oscar Wilde and Samuel Beckett (Nobel laureates), the mathematician William Rowan Hamilton and the physicist Ernest Walton (Nobel laureate), the political thinker Edmund Burke, and the former President of Ireland Mary Robinson. This tradition finds expression today in a campus culture of scholarship, innovation, creativity, entrepreneurship and dedication to societal reform.

### **Rankings**

Trinity is the top ranked university in Ireland and ranked 108th in the world (QS World University Rankings 2020). Trinity ranks in the top 50 in the world on 4 subjects and in the top 100 in 18 subjects (QS World University Rankings by Subject 2020). Full details are available at: [www.tcd.ie/research/about/rankings](http://www.tcd.ie/research/about/rankings).

## **The Selection Process in Trinity**

The Selection Committee (Interview Panel) may include members of the Academic and Administrative community together with External Assessor(s) who are expert in the area. Applications will be acknowledged by email. If you do not receive confirmation of receipt within 1 day of submitting your application online, please contact the named Recruitment Partner on the job specification immediately and prior to the closing date/time.

Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the University regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist. Outcomes of interviews are notified in writing to candidates and are issued no later than 5 working days following the selection day.

In some instances the Selection Committee may avail of telephone or video conferencing. The University's selection methods may consist of any or all of the following: Interviews, Presentations, Psychometric Testing, References and Situational Exercises.

It is the policy of the University to conduct pre-employment medical screening/full pre-employment medicals. Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

Applications from non-EEA citizens are welcomed. However, eligibility is determined by the Department of Business, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations <https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Highly-Skilled-Eligible-Occupations-List/> and the Ineligible Categories of Employment are set out in Schedule 4 of the Regulations <https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/>. Non-EEA candidates should note that the onus is on them to secure a visa to travel to Ireland prior to interview. Non-EEA candidates should also be aware that even if successful at interview, an appointment to the post is contingent on the securing of an employment permit.

## **Equal Opportunities Policy**

Trinity is an equal opportunities employer and is committed to employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community. On that basis we encourage and welcome talented people from all backgrounds to join our staff community. Trinity's Diversity Statement can be viewed in full at <https://www.tcd.ie/diversity-inclusion/diversity-statement>.

## **Pension Entitlements**



This is a pensionable position and the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 will apply in relation to retirement age for pension purposes. Details of the relevant Pension Scheme will be provided to the successful applicant.

Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.

Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

### Application Procedure

#### Application Procedure

Applicants should submit an application by August 1 2021 as described above

**Name Associate Professor Iracema Leroi**

**Email Address leroii@tcd.ie**



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universityvacancies.com

