

Job description – **Research Assistant**

Job code:	31052301	Location:	Ho Chi Minh City
Job category:	VSMART	Regional office:	HCMC
Job level:	Assistant	Direct report:	Study Coordinator
Type of work:	Fulltime	Dotted-line reporting:	HCMC Office Lead cum Southern Research Leader
Duration:	10 months with possibility of an extension	Tentative start date:	As soon as possible

Organisation: Woolcock Institute of Medical Research

The Woolcock Institute of Medical Research is recognized as one of the leading research institutions for respiratory diseases and sleep disorders. Operating in Vietnam since 2009, we have undertaken large operational epidemiological, and clinical research projects and run training in epidemiological and operational research methods for Vietnamese doctors and public health workers.

The Woolcock Institute of Medical Research has four research centres and offices in Ha Noi, Ho Chi Minh City, Ca Mau, and Can Tho. Currently, we directly employ 90 full-time staff and coordinate multiple study projects within lung health management and across eleven provinces. We are recruiting a highly motivated and experienced Research Assistant to participate in the implementation of the VSMART study, which aims to improve treatment outcomes for patients with multidrug-resistant tuberculosis (MDR-TB) in Vietnam using a mobile health technology intervention.

For more information about us, please visit:

Woolcock Institute of Medical Research in Sydney, Australia: www.woolcock.org.au

Woolcock Institute of Medical Research in Vietnam: www.woolcockvietnam.org

Overview: Harnessing new mHealth technologies to Strengthen the Management of Multidrug-Resistant Tuberculosis in Vietnam: The V-SMART Study

The V-SMART Study is a randomised controlled trial of an mHealth intervention (“Bác Sỹ Minh” mobile and web-based application) to improve treatment outcomes for patients with multidrug resistant tuberculosis (MDR-TB). Patients and health workers will be linked using new digital technologies, enabling greater continuity of care and improving patient safety and treatment outcomes. These technologies will allow local health workers and TB programmes to monitor the management of adverse events, support patient adherence and respond rapidly to adverse events before they cause disability.

The trial will be conducted within the National TB Program in seven provinces of Vietnam. The project will enhance local capacity in mHealth research and demonstrate the transformative potential of new technologies for both patients and health systems.

Key staff working within the project:

- Study officers, study assistants
- Local health workers
- Local financial controller
- NTP Coordinator

Roles:

- To assist, implement and monitor the study;
- To ensure the compliance with Good Clinical Practice standards.

Duties and Responsibilities:

- Recruitment and Follow-up participants:
 - Recruiting eligible subjects following study inclusion criteria;
 - Collecting data using standard questionnaires;
 - Installing study app to subject's smartphone and introducing app functions to the subjects;
 - Conducting follow-up of study subjects via telephone every 3 months;
 - Reminding subjects of the requirement to use the app on a daily basis;
 - Supporting healthcare workers on managing patients;
 - Managing and recording other study materials.
- Training and oversight:
 - Understanding relevant clinical research protocols and regulatory requirements;
 - Contributing to the development of study SOPs;
 - Providing support for training of local health staff; including training on how to use the app;
 - Reminding doctors and nurses of the requirement to use the app on a daily basis;
 - Tracking study progress and identifying problems and reporting to Study Manager timely;
 - Participating in study team meetings.
- Data collection and administration:
 - Planning, implementing, and coordinating all aspects of data collection and storage, as per hospitals and Woolcock policy;
 - Organizing logistics of study materials;
 - Entering data to electronic databases correctly, completely, and consistently.
- Financial accountability:
 - Fulfil financial responsibilities delegated according to project financial procedures;
 - Work with partners to have the site contracts fully executed;
 - Engage in payment procedures to sites, invoice preparation and budget monitoring.
- Other tasks as required.

Key attributes:

- University degree in Medicine, Nursing, Pharmacy, Science, Public Health or a related field
- Experience in the implementation of clinical trials in Vietnam;
- Ability to work as a member of a team, and collaborate closely with government health staff;
- High level of organizational and record-keeping skills;
- An ability to work independently;
- Attention to details;
- Ability to communicate fluently in Vietnamese.

Applications:

For interested applicants, please send a cover letter together with a CV (with the name and contact details of at least three senior referees) in English or Vietnamese and scanned copies of your related degrees, no later than **18/06/2023** by submitting the application form in the link as follows: <http://bit.ly/woolcockhiring>

We regret that only short-listed candidates will be contacted for interviews. Review of applications will start as soon as possible and continue until **18/06/2023**, or until the post is filled, whichever is earlier.