

MAIN DUTIES AND RESPONSIBILITIES

1. To support and contribute to the research activity of the project
2. To collect data from project participants
3. To recruit project participants from Join Dementia Research databases and other sources as guided and to identify needs and priorities
4. To work independently according to a plan agreed with project staff
5. To manage data for statistical analysis including data entry and data cleaning
6. To ensure the secure and proper maintenance of relevant project files, research materials and data
7. To assist in the preparation of interim and final reports for the project lead
8. To be willing to travel as this project may involve working at other sites
9. To assist the project team to ensure that all deadlines are met and that the study progresses according to the agreed timetable
10. To seek and utilize supervision from the Project Lead as appropriate
11. To carry out administrative duties required for co-ordination of the project
12. To attend such meetings as necessary for satisfactory completion of the duties of the post
13. Through liaison with clinical, administrative and managerial staff, to ensure that that ethical standards relating to confidentiality and the protection of information are adhered to
14. Sensitively deal with emotive and distressing topics through project
15. Sensitively and effectively work with patient groups to explore a range of emotive and highly contentious subjects
16. Regularly undertake travel to a variety of sites using public transport

17. Use Visual Display Unit equipment more or less continuously on almost all days
18. To prioritise own workload, seeking guidance from and accepting the advice of the Project Lead where appropriate.
19. To be involved in the discussion of any queries associated with the project with the participants and professionals involved, in consultation with the project lead
20. To conduct all other duties as agreed by the project lead