Cancer Council Australia is the nation’s leading non-government cancer control organisation. It develops and promotes independent, evidence-based policy and information on cancer prevention, detection, treatment and care. It supports our members, the eight state and territory Cancer Councils, to: undertake and fund cancer research; prevent and control cancer; and provide information and support for people affected by cancer.

**JOB TITLE:** Project Officer, Systematic Literature Reviews, Clinical Guidelines Network  
**STATUS:** 12 months contract

**LOCATION:** Sydney  
**HOURS:** 35 hours per week

**REPORTS TO:** Head, Clinical Guidelines Network  
**POSITION NO:**

---

**Organisational context**

Cancer Council Australia has been developing clinical practice guidelines for more than 15 years. The aim of these guidelines is to promote to health professionals the latest screening, diagnosis and treatment methods, including advances and issues in cancer control. Cancer Council Australia uses an online platform for guidelines development based on wiki software to ensure that guidelines are constantly updated and as relevant as possible.

This position is part of the Cancer Council Australia Clinical Guidelines Network Team. The Project Officer, Systematic Literature Reviews, is responsible to perform systematic literature reviews and engage with clinical experts in regards to the development of guidelines recommendations and updates based on the systematic review results.

---

**Role description**

The Project Officer, Systematic Literature Reviews, Clinical Guidelines Network is a role that primarily involves:

- Conducting comprehensive systematic reviews to develop clinical practice guidelines including:
  - Devising and conducting systematic literature searches
  - Assessing studies for inclusion in the reviews, including critical appraisal and data extraction
  - Performing data synthesis for each systematic review and producing evidence tables
  - Adapting existing clinical practice guidelines, systematic reviews according to ADAPTE protocol
- Identifying background literature for practice points and consensus-based recommendations where needed.
- Assisting the Clinical Guidelines Network team and guideline authors with matters relating to literature assessment and grading of evidence, such as evidence summaries, and preparing systematic review reports when required.
- Working with the Clinical Guidelines Network team to help develop and maintain the Cancer Council Guidelines wiki.
- Participating in research projects regarding wiki-based guideline development and implementation in liaison with the CEO and Head, Clinical Guidelines Network.

**Main challenges**

- Demonstrating a rigorous, structured and systematic approach to literature searches and ongoing literature updates and screening of results.
- Applying systematic review tasks and procedures to clinical questions, recognising the complexities of each review and independently problem-solving.
- Screening and analysis of complex publications and maintaining focus to undertake these analyses repetitively across a large amount of scientific literature.
- Excellent communication across a range of internal and external stakeholders.
- Balancing the demands of multiple guidelines projects at various development stages.
- Working collaboratively and to tight timelines.

**Key relationships**

Reports to:
- Head, Clinical Guidelines Network

Maintains relationships with:
- Project Manager, Clinical Guidelines Network
- Project Officers, Clinical Guidelines Network
- Other members of the Guidelines Team
- Members of Multidisciplinary Guideline Working Party consisting of medical experts and consumer representatives

**Primary accountability**

To conduct comprehensive literature searches, initial screening of results against inclusion criteria that form the evidence base for wiki-based clinical practice guidelines, perform appraisals and data extractions according to NHMRC standards and requirements for developing clinical practice guidelines and continuously process literature updates for already existing guidelines on the Cancer Guidelines wiki.
Key accountabilities

- Finalise clinical questions according to PICO framework and determine inclusion/exclusion criteria with guidance from relevant clinical experts.
- Devise high-quality search strategies and execute comprehensive literature searches for specified medical literature databases (i.e. Pubmed, Embase, CINAHL).
- Screen literature results against the pre-specified inclusion and exclusion criteria.
- Record search strategies and literature results on the wiki guideline development platform in order to produce a transparent audit trail required for evidence-based clinical practice guidelines.
- Perform and check critical appraisals and accurate data extractions of relevant literature on the wiki guideline development platform and effectively coordinate this process with a second independent reviewer.
- Retrieve full text of literature results, sort and disseminate literature to guideline authors.
- Assist with evidence synthesis and production of evidence tables and help prepare methodological reports and other background documentation as needed.
- Outline the evidence-base (systematic review results) to expert working party members and assist them to develop draft content, evidence statements and recommendations and accurately grade recommendations according to the NHRMC grading system.
- Liaise and engage with guideline authors and Working Party members regarding clinical questions, adaption, search strategies and results, evidence assessment and overall guideline development.
- Meet regularly with the Clinical Guidelines Network team to help develop, test and maintain the wiki guidelines platform.
- Collaborate with the team to develop innovative processes and strategies for Cancer Council Australia’s guideline development, implementation and revision and support and facilitate adaption of change.
- Assist in undertaking rigorous research into the efficacy of the wiki methodology.
- Perform general administration as needed, involving filing/archiving, photocopying, answering telephone calls, responding to email enquiries and posting out hard copies of clinical practice guidelines.
- Contribute to the overall wellbeing of the organisation, support a culture of learning and innovation and avoid participation in any activity that might be harmful to the good operation, health or reputation of the organisation.
- Be alert to any unsafe practices or environments and take steps to ensure that no staff member or visitor is placed in a position potentially dangerous to themselves or others.
- Other duties as required.

Financial accountabilities

None.
Selection criteria

**Essential**

- Degree qualifications in public health, epidemiology, medical science or similar, OR progress towards postgraduate qualifications in one of these areas with equivalent experience, OR other equivalent relevant education/training and experience.
- Knowledge and experience devising and conducting high quality systematic literature searches in medical literature databases (including Pubmed, Embase, Cochrane).
- Understanding of the systematic review process and the principles of evidence-based medicine.
- Knowledge of critical appraisal tools for different study designs and data extraction process.
- Sound comprehension of medical literature and ability to critically analyse complex publications.
- Excellent time and project management skills and ability working to tight deadlines.
- Attention to detail required to accurately extract data and assess medical literature and sound organisational and analytical skills.
- High level written and oral communication skills.
- Excellent interpersonal skills and demonstrated experience working effectively in a team setting.
- Enhanced computer skills and knowledge of the MS Office suite, Reference Manager/EndNote and medical literature databases (The Cochrane Library, PubMed, Embase, Trip database, Scopus, CINAHL, PsycINFO and Informit), guideline clearinghouses and sources for grey literature.
- Understanding of and commitment to the not-for-profit sector.

**Desirable**

- Knowledge/experience of guideline development and the NHMRC grading system for recommendations is highly desirable.
- Experience with undertaking systematic reviews, critical appraisal and data extraction.
- Willingness to learn and engage with new wiki technology and/or previous engagement with wikis or other web-based collaboration platforms is desirable.

<table>
<thead>
<tr>
<th>Reviewed by</th>
<th>Head, Clinical Guidelines Network</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>May 2016</td>
</tr>
</tbody>
</table>