

Position Description

Position Title	Coordinator Clinical Trials Research
Position Number	30007266
Division	Clinical Governance
Department	Innovation and Research
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Research Nurse L3 or equivalent
Classification Code	YX13 or equivalent
Reports to	Director Research & Innovation
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	- National Police Record Check - Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The Clinical Trial Coordinator/Research Nurse is part of the Research & Innovation team and provides support and assistance to researchers across the organisation. The role will work collaboratively with clinicians and clinical research staff from a range of disciplines across Bendigo Health to build research/clinical trial capacity and capability. The Clinical Trial Coordinator/Research Nurse will also assist in achieving the Clinical Trials Research Support Service (CTRSS) – Australian Teletrials Program (ATP) deliverables.

Responsibilities and Accountabilities

The Clinical Trial Coordinator/Research Nurse is responsible for the coordination and management of clinical studies including trial related care of patients, related clinical trial data, and regulatory management. The Clinical Trial Coordinator/Research Nurse will ensure all clinical trials are performed in accordance with the study protocol and in line with the regulatory, ethical and legal requirements outlined by the ICH-GCP, TGA, the NHMRC National Statement on Ethical Conduct in Human Research, and the applicable state/federal privacy laws and institutional policies.

Key Responsibilities

Specific responsibilities include to:

- Provide support and assistance for both sponsor and investigator-led research including:
 - Site feasibility (i.e. keeping track of open feasibilities and following-up further information required).
 - Supporting researchers and trial coordinators to develop ethics applications and research governance documents
 - Working with departments to ensure they can meet the trial requirements
 - Working with departments to develop the budget for clinical trials
 - Negotiating budgets and contracts on behalf of researchers and trial teams.
- Actively coordinate relevant clinical trials.
- Perform clinical assessments in accordance with specified study protocols.
- Undertake follow up activities, including scheduling of appointments and clinical follow up.
- Participate in patient recruitment, ethics application processes and adverse event reporting as required.
- Assist to identify potential clinical trials and teletrials that address priority health issues in our regional community
- Actively contribute to the implementation of improvements outlined in the National Clinical Trials Governance Framework (NCTGF) Action Plan

Key Selection Criteria

Essential

1. Registered Nurse or Bachelor's degree or higher in the science/health field.
2. Good Clinical Practice (GCP) Research training certification.
3. Experience as a clinical trial coordinator or research nurse within a health service.

4. Demonstrated operational experience in clinical trials communication, coordination, processes and procedures.
5. Solid understanding of clinical trial practices and the regulatory guidelines governing the conduct of research (i.e. the National Statement on Ethical Conduct in Human Research and Good Clinical Practice).
6. Demonstrated understanding of the National Clinical Trials Governance Framework (NCTGF) and accreditation process.
7. High level computing skills, including databases, clinical trial electronic data entry, word processing and spreadsheets and demonstrated experience in working with Microsoft suite of programs.
8. Excellent interpersonal skills and the proven ability to establish and manage productive professional relationships and networks with a variety of stakeholders.
9. Flexible and agile professional mindset and approach, including the ability to manage multiple and complex responsibilities, show initiative, problem solve complex tasks and work autonomously.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.