

Position Description

Position Title	Research Nurse
Position Number	30027880
Division	Clinical Operations
Department	Cardiology
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Research Nurse Level 2
Classification Code	YU13
Reports to	Business Unit Manager Cardiology
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none">• National Police Record Check• Registration with Professional Regulatory Body or relevant Professional Association• 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](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The Clinical Research Nurse is pivotal to the multidisciplinary health care team who strive to deliver excellent care to patients.

They are responsible for

- The coordination and management of clinical studies including trial related care of patients, related clinical trial data, and regulatory management.
- Ensuring 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.
- Contributing to strategies to improve performance aligned with international best practice standards and departments expectations, in conjunction with the team leader.

Responsibilities and Accountabilities

Key Responsibilities

- Performs clinical assessments in accordance with specified study protocols.
- Undertakes follow up activities, including scheduling of appointments and clinical follow up.
- Ensures participant safety
- Ensures study questionnaires are completed in a timely manner and data entered accurately.
- Maintains accurate Investigator Site Files.
- Participates in patient recruitment, ethics application processes and adverse event reporting as required.
- Demonstrates the knowledge, attributes and skills consistent with a Research Nurse working within a clinical research scope of practice.
- Assists and contributes to data generation for research and publications
- Promotes nursing involvement in research, and advocates for patients and families participating in research projects.
- Understands and speaks to the contribution of research to quality improvement projects.
- Conducts ethical research at the highest level of integrity and in line with the Australian Code for Responsible Conduct of Research, the principles of Good Clinical Practice.
- Practises in accordance with legislation affecting nursing practice and healthcare, as well as within a professional and ethical nursing framework.
- Mentors and supports new investigators and research staff to undertake safe, high quality research activities.
- Fosters relationships with key internal and external stakeholders.

Key Selection Criteria

Essential

1. Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and Minimum of 5 years' acute nursing experience
2. Current or commitment to undertake GCP certification
3. Ability to work effectively both independently and in a multidisciplinary team environment.
4. Demonstrated knowledge of professional standards and knowledge of legal and ethical requirements in clinical research
5. Well-developed communication and interpersonal skills

6. Demonstrated excellent organisational, problem-solving skills and the ability to multi-task and prioritise work.
7. Ability to complete tasks efficiently and deliver outcomes as required, with accuracy and attention to detail.
8. Windows based computer skills including Word, Excel, PowerPoint and Outlook and experience with organisation specific electronic record systems.

Desirable

9. Degree qualified with evidence of further education including postgraduate certification/diploma/continuous professional development in a relevant area of clinical practice, research or public health.
10. Previous clinical trials or research experience, demonstrated interest in research and experience in relevant area.

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.
- 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.