

Position Description

Position Title	Clinical Trial Coordinator
Position Number	30101416
Division	Clinical Operations
Department	Cancer Centre Clinical Trials
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Health Info Manager G2 Y1
Classification Code	JA7
Reports to	Manager Cancer Research
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 plays a critical role in a multi-disciplinary team conducting clinical research trials undertaken in the Cancer Centre. The Clinical Trial Coordinator is responsible for coordinating commercial and non-commercial cancer clinical trials including gathering high-quality research data, managing participant recruitment and selection, collecting and maintaining trial data, managing records, programs and resources and maintaining clinical trial databases.

Responsibilities and Accountabilities

The Clinical Trial Coordinator is responsible for the coordination and day-to-day management of clinical trials within the cancer centre, overseeing the complete clinical research lifecycle from study start-up through recruitment, participant management, data collection, and study close-out. Working collaboratively with the Cancer Research Manager, Principal Investigators, and the cancer clinical trial team, the Clinical Trial Coordinator ensures the safe, efficient, and compliant conduct of clinical trials, with patient safety and clinical outcomes always taking precedence. All activities are conducted in accordance with the NHMRC National Statement on Ethical Conduct in Human Research, International Council for Harmonisation Good Clinical Practice (ICH-GCP) guidelines, and Therapeutic Goods Administration (TGA) requirements. The role is responsible for ensuring a high standard of patient care, professionalism, and research quality for all participants involved in cancer clinical trials.

Key Responsibilities

- Ensures the conduct of the research study is in accordance with TGA ICH GCP, the NHMRC National Statement on Ethical Conduct in Research Involving Humans; state and federal regulations; Ethics Committee approval and Bendigo Health Governance approval; and hospital policy.
- Trial coordination of assigned research projects, and may coordinate more than one trial contemporaneously
- Assists with screening and recruiting of clinical trial participants into clinical trials
- Assists with recruitment strategies within the team to optimise recruitment
- Organises relevant outpatient clinic appointments and completes all protocol dictated patient assessments as per the clinical trial protocol
- Coordinates the delivery of direct and indirect clinical-trial-related care of patients
- Obtains and documents all required clinical trial data information into required data collection systems (paper /electronic / online web-based databases) with high attention to detail
- Timely maintenance (resolution of data queries etc) of relevant clinical trial electronic databases
- Performs safe handling, storage, processing and postage of Clinical trial protocol required blood / body samples, in accordance with relevant Hospital and relevant research project guidelines
- Maintains current knowledge of clinical practice and research in oncology
- Performs their research-related duties in accordance with Good Clinical Practice (GCP).
- Establishes a positive and constructive working relationship both internally and externally within the work environment
- Develops and maintain relationships with external sponsors and vendors.

Key Selection Criteria

Essential

1. A degree in Health or Science
2. Developed planning and organisational skills, with experience establishing priorities, implementing improvements and meeting deadlines while working effectively under pressure

3. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative
4. Demonstrated understanding of confidentiality, privacy and information handling principles, coupled with the ability to work with sensitive information and maintain discretion at all times
5. Excellent computer literacy: have the ability to effectively manage / create the relevant documents associated with clinical project administration as well manage the research data
6. Demonstrated ability to meet deadlines without compromising close attention to detail and accuracy

Desirable

7. Experience working as a Clinical Trial Coordinator
8. Experience with preparation and processing of clinical trial samples.
9. Hold a current Good Clinical Practice (GCP) certificate
10. Hold a current IATA Training Certificate

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.