

Position Description

Position Title	Research Nurse
Position Number	30102011
Division	Clinical Operations
Department	Bendigo Cancer Centre
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Level 3 Research Nurse
Classification Code	YX13
Reports to	Cancer Research Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• 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

This position involves all aspects of clinical research from the feasibility stage, start-up activities, recruitment and patient management through all studies to study close out. The role will be supported by the Cancer Research Manager and the Principal Investigators involved in the studies. The position holder will lead quality initiatives and compliance activities across the research team, establishing standards and processes

that support excellence in all operations, while ensuring clinical outcomes and patient safety remain the primary focus.

Responsibilities and Accountabilities

Manage the complete clinical research lifecycle—from feasibility planning and trial initiation through recruitment, patient management, and study close-out. Lead quality initiatives and compliance activities across the research team, establishing standards and processes that support excellence in all operations. Collaborate with the Cancer Research Manager and Principal Investigators to ensure seamless execution, with clinical outcomes and patient safety always taking precedence.

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.
- Develop, review and update standard operating protocols and working practice guidelines
- Lead initiatives aligned to NSQHSS, in particular the National Clinical Trials Governance Framework to drive practice improvement at the local level
- Trial coordination of assigned research projects, and may coordinate more than one trial contemporaneously
- Performs screening and recruiting of clinical trial participants into clinical trials
- Problem solves 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
- Completes the delivery of direct and indirect clinical-trial-related care of patients
- Provide supervision of junior staff including trial coordinator interns and assist in the development of strategies to meet the educational requirements of staff or participants in a trial or trials.
- 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. Registered Nurse with Nursing and Midwifery Board of Australia and current Registration with the Australian Health Practitioner Regulation Agency (AHPRA) with a minimum of 5 years nursing experience

2. High level of interpersonal and written communication skills
3. Excellent computer literacy: have the ability to effectively manage / create the relevant documents associated with clinical project administration as well manage the research data
4. Excellent project planning and organisational skills well and developed negotiations skills, including the ability to negotiate priorities and manage conflicting demands for resources
5. Demonstrated ability to meet deadlines without compromising close attention to detail and accuracy
6. Demonstrated ability to lead, and/or participate positively in a team environment as well as work on own initiative without close supervision
7. Demonstrated ability and willingness to take initiative and to improve and enhance existing systems and procedures (quality assurance)
8. Experience in oncology nursing and/or clinical trials or research experience
9. Preparation and processing of clinical trial samples

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.