

Position Description

Position Title	Clinical Trial Coordinator
Position Number	30007266
Division	Clinical Governance
Department	Research & Innovation
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative HS5 or equivalent
Classification Code	HS5 or equivalent
Reports to	Director, Research and Innovation
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 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

Bendigo Health is participating in the Clinical Trials Research Support Service (CTRSS) – Australian Teletrial Program (ATP), which is funded from the Medical Research Future Fund (MRFF) and led state-wide by Safer Care Victoria (SCV). The Clinical Trial Coordinator role will lead the work of the CTRSS – ATP at Bendigo Health. The role will work closely with other clinical trial coordinators and clinicians to increase and deliver clinical trials and teletrials at Bendigo Health and across the Loddon Mallee region (LMR).

Responsibilities and Accountabilities

The Clinical Trial Coordinator will work collaboratively with clinicians and clinical research staff from a range of disciplines across Bendigo Health and health services within the LMR to build clinical trials and teletrials.

Key Responsibilities

Specific responsibilities include to:

- Build relationships with clinical staff and understand the environment for clinical trials and teletrials at Bendigo Health
- Promote awareness of trials, and engage staff in research activities
- Act as the initial point of contact for external organisations (i.e. sponsor and contract research organisations) and internal staff involved in clinical trial research (including: researchers, trial coordinators, ethics and research office staff)
- Develop good communication and working relationships with key internal and external parties
- Establish, and update as relevant, processes and standard operating procedures to ensure adherence to trial protocols and administrative requirements
- 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 coordinators.
- Develop processes to identify potential clinical trials and teletrials that address priority health issues in our regional community
- Actively coordinate relevant clinical trials
- Facilitate training to researchers, trial coordinators, trial nurses and other staff within the organisation involved in research and maintain training records
- Create streamlined processes and templates for reporting clinical trials across Bendigo Health
- Actively contribute to the implementation of improvements outlined in the National Clinical Trials Governance Framework (NCTGF) Action Plan

- Be accountable for outcomes and achievement of the Bendigo Health CTRSS-ATP Funding Agreement performance targets and contribute to collection of state-wide data in accordance with the requirements of the ATP for the purposes of reporting on CTRSS-ATP activities
- Participate in innovation and change to develop responses to address emerging service needs through evaluating clinical trial capability at any potential satellite sites, including research staff experience with clinical trials, resources audit and discussion with regular clinical trials support services such as Pharmacy and Pathology
- Initiate and conduct quality improvement activities through identifying process improvement through sustained engagement on the ATP with clinical research coordinators and research teams.

Key Selection Criteria

Essential

1. 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 manager 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.