Position Description

1. General Information

Position Title:	Clinical Research Nurse
Division/Department:	Freemasons Oncology/Haematology and Academic and Medical Services - Research
Position Reports to:	Directly reports to: Oncology /Haematology Nurse Unit Manager Indirectly reports to: Group Director Research and Development
Enterprise/Individual Agreement:	Epworth HealthCare Nurses Enterprise Agreement 2016 -2020
Classification/Grade:	Clinical Research Nurse B
Resource Management (for Management positions only) **Number of Direct Reports:** **Budget under management:**	

Key Relationships - internal and external	**Internal:** • Research participants and their carers • Multidisciplinary team members • Clinical Research staff • Clinical nurses in all relevant patient care areas – including CDU, OPD, ward nurses, diagnostic imaging nurses, Principal Investigators, Co-investigators and associated medical staff **External:** • Clinical Trial Sponsor representatives from pharmaceutical companies and collaborative groups • Research nurses and data managers at other hospitals • External laboratories and diagnostic imaging centers • Professional bodies such as VCOG, COSA and ARCS

2. Overview of Epworth HealthCare

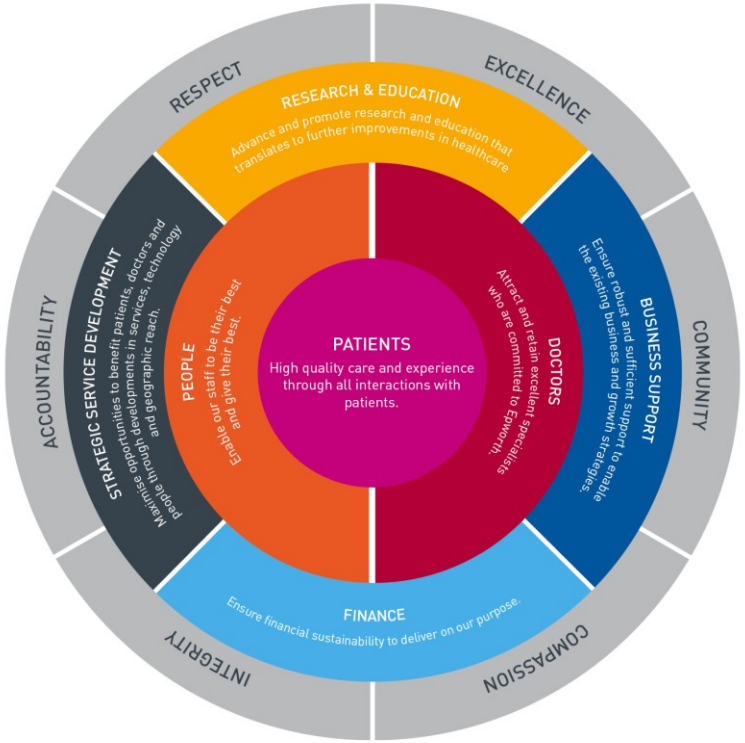
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are *Respect, Excellence, Community, Compassion, Integrity and Accountability.* More information can be found on the Epworth website.

Epworth's purpose is to improve the health, wellbeing and experience of every patient by integrating clinical practice with education and research and our vision is to consistently deliver excellent patient-centred care with compassion and dignity.

3. Epworth HealthCare Strategy

PURPOSE
To improve the health, wellbeing and experience of every patient by integrating clinical practice with education and research



VISION
THE EPWORTH EXPERIENCE – consistently delivering excellent patient-centred care with compassion and dignity.

This means that by 2017 we will be the leading patient-centred *and* academic healthcare organisation in the Victorian private sector

This strategic summary is supported by a comprehensive strategic plan including quantifiable goals, programs of work, measurements, timings and accountabilities.

All roles at Epworth link to the Epworth strategy and play a part in Epworth achieving its vision and purpose. More specifically, this role links most closely with the following elements of the Epworth Strategy:
Choose an item
Choose an item
Choose an item

Choose an item

4. Purpose of the Position

- To support the conduct of a wide range of investigator led and commercially funded clinical research activities through the coordination of admission, study treatment and monitoring of participants in clinical trials in conjunction with the relevant members of the Epworth Research team.
- To operationalize and actively participate in delivery of clinical trial treatments in the inpatient and Day Oncology Unit setting.
- To support inpatient and day oncology staff by providing education related to clinical research whilst acting as a mentor / resource for less experienced staff.

5. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPI'S TO BE ACHIEVED
Research Excellence: Effectively support clinical research at Epworth	• Be familiar with the International Conference of Harmonisation of Good Clinical Practice (ICH GCP), TGA guidelines and the NHMRC National Statement on Ethical Conduct in Research Involving Humans, ensuring that research is performed within these guidelines and in accordance with the policies of the pharmaceutical companies sponsoring the research • Efficiently organise and/or delegate as appropriate patient admissions, arrange blood tests, perform venipuncture where necessary and process blood accordingly, perform ECGs, and other clinical investigations while simultaneously assessing and meeting the needs of study patients • Maintain accurate and timely comprehensive research study files, clinical documentation and related records, and data both in hard copy and within the clinical trials management system (CTMS). Resolve queries expediently • Collate data as required. This involves extensive use of spreadsheets and databases

Clinical Responsibilities: Contribute to clinical evaluation, treatment and care of participants in clinical trials	• Administer investigational (IP) product as prescribed ensuring all study requirements are completed both before and after (IP) administration. • Coordinate and manage third party service provider activities (including pharmacy, pathology and radiology) as required. • Commitment to the implementation of guidelines – education, delegation and supervision for registered nurses as required • Practices in accordance with NMBA National Competency Standards for Registered Nurses • Practices in accordance with legislative and common law requirements • Respects and upholds the dignity and rights of consumers, relatives, carers, colleagues and members of the community • Working within the Scope of Practice as defined within the APHRA guidelines.
Education: Maintain the highest standard of knowledge and skills required for undertaking the role	• Undertake additional training where required in order to acquire the knowledge and skills needs to implement new study protocols from a variety of clinical specialties • Provide research participants with accurate, timely, study related knowledge at appropriate intervals • Conduct study specific in-service education sessions for relevant nursing and health professional staff • Attend and present at various research forums.

Communication: **Professionally engage key internal and external stakeholders**	• Liaise directly and establish working relationships with all research personnel, including Principal Investigators, Co- investigators, nursing and medical staff, pharmacists, pharmaceutical company personnel and patients in a courteous and non-discriminatory manner • Communicate with the Principal Investigators regarding patients' condition and ongoing clinical trial participation • Liaise with sponsors for all trial related activities including monitoring visits, data query resolution, audits and other participant or site related issues • [illegible]
Client Relations: **Provide exceptional and timely client services**	• Participate in and manage study feasibility and sponsor site visits • Coordinate all trial visits, appointments, diagnostic procedures and assessments with research participants • Respond to research participant queries in a timely and professional manner • Maintain patient confidentiality as prescribed by the relevant acts and organization's policies, protocols and procedures
Team: **Successful team integration and support**	• Works cooperatively and collaboratively with all members of the multidisciplinary, nursing and research teams. • Attend all team and research meetings as required. • Undertake key tasks or projects as requested by the Nurse Unit Manager or delegate, and in consultation with the Group Director of Research and Development or delegate. • Assist with and participate in other ad hoc research and quality activities • Assist other clinical research staff members in the successful

Personal and Professional Development: **Participates in all professional and personal development requirements**	• Demonstrate a personal commitment to continuing professional development and participate in a yearly performance review/appraisal. • Undertake and maintain all required training as required • Undertake both self-directed and formal clinical and research topic learning • Participate in and support Epworth Research organised activities, including Research Breakfasts, Research Week, Research Report
Safety and Wellbeing - Staff **Participate actively and positively in the area of OHS to reduce all hazards and incidents within the workplace**	• Comply with all Epworth's OHS policies, protocols and safe work procedures at all times • Provide and maintain (as far as is practicable) a safe work environment, work practice and minimises risks to self, staff and patients • Ensure your actions do not put yourself or others at risk (as per Sections 21 & 22 under the OHS Act 2004) • Practice in accordance with Infection Control Standards • Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan • Participate in and complete mandatory safety training on an annual basis and as required
Overall this position links to the following elements of the Epworth Strategy.	
Patients - High quality care and experience through all interactions with patients	
Research & Education - Advance and promote research and education that translates to further improvements in healthcare	

6. Position Requirements/Key Selection Criteria

COMPONENT	ESSENTIAL	DESIRABLE
Qualifications	• Australian Health Practitioner Regulation Agency [AHPRA] • A degree in Nursing	• Evidence of further education including post-graduate certification/diploma/continuous professional development specific to clinical research
Previous Experience	• Experience in clinical research or clinical trials	• Research experience including working knowledge of Australian and International statutory and regulatory requirements including

Required Knowledge & Skills	• Able to communicate effectively and professionally with all key stakeholders including investigators, health care providers, patients and research participants. • Highly organised with a proven ability to prioritise tasks in a busy research environment. • Able to make assessments of patient suitability for a clinical trial from the nursing perspective • Confidence and competence to administer drugs, devices and other investigational product to patients • Proven ability to work independently and interact well as part of a busy team. • Proven ability to undertake research related tasks in a timely and effective manner. • Able to discuss complex research topics with patients and/or their family members in a sensitive and professional manner • Knowledge of the National Statement on Ethical Conduct in Human Research, Good Clinical Practice and Guidelines governing clinical trials.	

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Personal Attributes & Behaviors All employees are expected to consistently work in accordance with Epworth's values and behaviors.	• Excellent communication skills • Excellent problem solving and decision making skills • Demonstrated ability to contribute positively within a research team • Demonstrated ability to effectively prioritise • A professional and engaging approach to research • Professional work ethic and flexible work style	

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Manager):
April 2016	September 2016, March 2018	DCMS, EF

Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee _____ Signature: _____

Date _____

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Print Name: _____ Date: _____