

POSITION DESCRIPTION

Position Title:	Cancer Clinical Trials Research Nurse/ Coordinator
Business Unit/Division:	Cancer Services Clinical Trials
Award Agreement:	Nurses and Midwives (Victorian Public Sector) Single Interest Employers Enterprise Agreements (2024-2028)
Classification:	Research Nurse Level 2
Employment Type:	12 Months Fixed term, Full time/ Part time (negotiable)
Reports to:	Team Leader Cancer Clinical Trials
Date Prepared/Updated:	August 2025
General Role Statement:	

The Cancer Clinical Research Nurse plays a pivotal role in coordinating and delivering high-quality nursing care within clinical cancer research trials. This role involves liaising closely with multidisciplinary teams to ensure safe and ethical conduct of research, managing patient recruitment and informed consent, monitoring patient progress, and collecting accurate clinical data. The nurse supports participants through education, symptom management, and ongoing assessment while adhering to regulatory and protocol requirements. The position requires strong clinical expertise, attention to detail, and effective communication skills to contribute to advancing cancer treatment through rigorous research.

This role will be responsible for the conduct of Cancer Clinical Trials within in the Northern Health Haematology, Medical Oncology and/or Palliative Care Services.

ORGANISATIONAL OVERVIEW

Introduction

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Centre
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.

- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

ROLE STATEMENT

This role will be responsible for the conduct of Cancer Clinical Trials within in the Northern Health Haematology, Medical Oncology and/or Palliative Care Services. The Cancer Clinical Trials Coordinator will coordinate the delivery of direct and indirect care and associated data collection for concurrent research undertaken in the Cancer Services department, in accordance with International Council for Harmonised Guideline for Good Clinical Practice and the National Health and Medical Research Council (NHMRC) National Statement on Ethical Conduct in Research Involving Humans.

This position is responsible for:

- Effectively coordinating a portfolio of clinical trials
- Ensuring the highest standard of care is provided to patients involved in clinical trial participants
- Collection and management of study procedures and samples
- Data entry and query resolution
- Undertaking and participating in professional development and education
- Functioning as an integral member of the clinical research team

All employees:**Quality, Safety, Risk and Continuous Improvement**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Leadership

- Work within and monitor standards of care in the defined clinical trial protocol, SOPs and practice guidelines of the clinical trials unit, hospital policies & procedures to ensure adherence to and delivery of a high-quality service.
- Provide clinical leadership and expert nursing care in oncology clinical research settings.
- Mentor and support junior nursing staff and research team members on clinical trial protocols and patient care.
- Advocate for patient safety, rights, and wellbeing throughout the research process.
- Lead adherence to ethical standards and regulatory compliance in research nursing practices.
- Facilitate communication between multidisciplinary teams, ensuring clarity of clinical trial requirements.

Strategic and Project Management Leadership

- Ensure clinical research trials conduct is in accordance with ICH GCP, TGA and NHMRC National Statement on Ethical Conduct in Research Involving Humans guidelines.
- Practice always within current appropriate state and federal regulations and hospital policy.
- Able to make appropriate clinical and professional autonomous decisions as required & seek clarification where necessary.
- Provide clinical leadership and expert nursing care in oncology clinical research settings.
- Mentor and support junior nursing staff and research team members on clinical trial protocols and patient care.
- Advocate for patient safety, rights, and wellbeing throughout the research process.
- Facilitate communication between multidisciplinary teams, ensuring clarity of clinical trial requirements.
- Lead adherence to ethical standards and regulatory compliance in research nursing practices.

Organisation-Wide Contribution

- Able to maintain effective communication processes with patients and carers, investigators, and other members of the multidisciplinary team to ensure information is appropriately shared.
- Participating in the teaching of nursing & medical staff and other members of the multidisciplinary team to regard to clinical research and associated guidelines & regulations.
- Provide clinical leadership and expert nursing care in oncology clinical research settings.
- Mentor and support junior nursing staff and research team members on clinical trial protocols and patient care.
- Advocate for patient safety, rights, and wellbeing throughout the research process.
- Facilitate communication between multidisciplinary teams, ensuring clarity of clinical trial requirements.
- Lead adherence to ethical standards and regulatory compliance in research nursing practices.

Diversity and Inclusion

- Complies with the diversity and inclusion policy of the Northern Health, treating all patients, carers, colleagues and staff with respect and dignity.
- Promote equitable access to clinical research opportunities for underrepresented groups.
- Foster a workplace environment that values diversity and inclusion among staff and patients.
- Participate in training promoting awareness and competency in cultural safety and inclusive practices.
- Advocate for patient-centred care that recognises and accommodates individual patient needs, beliefs, and preferences.

Innovation and Culture Change

- Contribute to the development of policies and procedures within the clinical trial unit & organisation to ensure that clinical research practice is underpinned by current best practice.
- Demonstrates through practice knowledge of ICH GCP and the NHMRC National Statement on Ethical Conduct in Research Involving Humans.
- Demonstrates a commitment to personal continuing professional development and participate in performance review / appraisal.
- Champion the adoption of evidence-based nursing practices that improve clinical trial quality and patient outcomes.
- Support the integration of new technologies and data management systems in clinical research nursing.
- Drive cultural change by modelling positive behaviours, collaboration, and adaptive practices in research nursing.

SELECTION CRITERIA

Qualifications, Registrations and Qualities**Essential**

- Current Division 1 Registered Nurse registration with the Nursing and Midwifery Board of Australia (AHPRA). A minimum of 3 years post graduate experience.
- Oncology and / or Haematology nursing experience, or relevant experience demonstrating the appropriate competencies and skills for the oncology clinical setting.
- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes

evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

Experience

- Oncology / Haematology patient care
- Preferred, experienced Clinical Trial Coordinator with working knowledge of Australian and International statutory and regulatory requirements

Knowledge, Skills and Behaviours

- Degree level of education or other relevant further education.
- Personal integrity and discretion.
- Demonstrated excellent team working skills with ability to work using own initiative.
- Effective listening and interpersonal skills.
- Evidence of further education including post graduate certification / diploma / continuous professional development specific to oncology / haematology and / or clinical research.
- Competent use of Microsoft Office programs and general IT skills
- Skilled venepuncture and ECG recording procedures
- Ability to manage workload to ensure interests of patients on clinical trials are met and protocol requirements are followed.
- Excellent attention to detail and ability to prioritise workload
- Ability to identify and escalate concerns promptly and appropriately
- Maintain a flexible approach to working hours to meet the requirements of trial protocols and participant recruitment.
- Liaise with all involved groups / departments to ensure all biological samples are collected, processed, stored, and shipped as per the clinical trial protocol requirements.
- Participate in clinical trial monitoring / auditing internally and externally as required to meet the regulatory and scientific requirements.
- Work effectively with pharmaceutical company representatives (CRAs) during monitoring of clinical trial data, internal company reports and external reviews.

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: