

## ORGANISATIONAL OVERVIEW

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### 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 Community Hospital
- 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
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub and,
- Mernda Community Hospital

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.

**Essential:**

- 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.



## POSITION DESCRIPTION

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<b>Position Title:</b>	Cardiology Research Nurse
<b>Business Unit/Division:</b>	Emergency Services
<b>Award Agreement:</b>	Nurses and Midwives (Victorian Public Sector) Enterprise Agreement (2024- 2028)
<b>Classification:</b>	Research Nurse Level 2 – YU13
<b>Employment Type:</b>	Full time / Part time / Fixed term
<b>Reports to:</b>	Operationally – Director of Operations Professionally – Chief Nursing and Midwifery Officer
<b>Date Prepared/Updated:</b>	Nov 2025

## ROLE STATEMENT

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### General Role Statement:

The Cardiology Research nurse plays a pivotal role in coordinating and delivering high-quality nursing care within cardiology clinical research trials. This role is responsible for ensuring research activities and patient care are conducted in accordance with NHMRC principles, clinical trial protocols, ICH-GCP guidelines, and Northern Health Policies and Procedures.

The Research Nurse is responsible for coordinating cardiology clinical trials within the Division of Emergency Services. The role involves providing direct and indirect patient care, data collection, and adherence to ethical, regulatory, and clinical standards.

### This position is responsible for:

- Coordinate and manage cardiology clinical trials in accordance with ICH-GCP, TGA and NHMRC guidelines.
- Provide high-standard nursing care to patients involved in clinical trials.
- Collect and manage study data, samples and trial documentation.
- Perform data entry and resolve data queries.
- Participate in professional development and ongoing education.
- Work collaboratively within the multidisciplinary 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

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### Leadership:

- Work in accordance with clinical trial protocols, Standard Operating Procedures (SOPs), and Northern Health policies, while monitoring compliance with established standards of care.
- Provide clinical leadership and deliver advanced nursing care within cardiology research settings.
- Mentor, guide and support junior nursing staff and research team members in clinical trial procedures and patient care.
- Champion patient safety, rights and wellbeing throughout all phases of the research process.
- Ensure ethical conduct and regulatory compliance in all aspects of research nursing practice.
- Promote effective communication across multidisciplinary teams to ensure clear understanding and implementation of clinical trial requirements.

### Strategic and Project Management Leadership:

- Ensure the planning, coordination and conduct of clinical research trials are compliant with ICH GCP, TGA requirements and the NHMRC National Statement on Ethical Conduct in Human Research (2025).
- Oversee project timelines, trial start-up activities, ethics submissions, monitoring visits and study close-out requirements.
- Allocate resources effectively and support efficient workflow to meet project milestones and recruitment targets.
- Collaborate with investigators and sponsors to resolve study-related issues and ensure successful project delivery.
- Maintain accurate documentation, trial master files and ensure data integrity and audit readiness.
- Promote clear communication across multidisciplinary teams to support alignment with study protocols and organisational priorities.

### Organisation-Wide Contribution:

- Maintain effective communication with patients, carers, investigators and multidisciplinary team members to ensure timely and accurate exchange of information.
- Contribute to education and training of nursing, medical and allied health staff in clinical research principles, protocols and regulatory requirements.
- Collaborate across departments to support the integration of clinical research into routine care and organisational priorities.
- Promote patient safety, ethical conduct and adherence to regulatory standards organisation-wide.
- Participate in committees, meetings or initiatives that enhance research capability, patient outcomes and organisational performance.
- Support a culture of continuous improvement, professionalism and interdisciplinary teamwork within Northern Health.

**Diversity and Inclusion:**

- Adhere to Northern Health's Diversity and Inclusion Policies and Procedures.
- Support equitable access to clinical research for underrepresented populations.
- Encourage a workplace culture that values diversity and inclusion among staff and patients.
- Engage in training to enhance cultural safety awareness and inclusive practice skills.
- Champion patient-centred care that respects and accommodates individual needs, beliefs, and preferences.

**Innovation and Culture Change:**

- Support the development of policies and procedures within the Division of Emergency Services and the wider organisation to ensure clinical research aligns with current best practice.
- Commit to ongoing professional development and actively engage in performance reviews and appraisals.
- Promote and lead the implementation of evidence-based nursing practices that enhance clinical trial quality and patient outcomes

## SELECTION CRITERIA

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**Qualifications, Registrations and Qualities:****Essential**

- Current Registered Nurse with AHPRA.
- Previous experience in Clinical Trials.
- Cardiology nursing experience, or relevant experience demonstrating the necessary competencies and skills for a cardiovascular 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 contraindications 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**

- Previous experience in Clinical Research Nursing, with knowledge of Australian and international statutory and regulatory requirements.
- Clinical experience in Cardiology.
- Master of Science in Research, or working towards.

**Knowledge, Skills and Behaviours**

- Proficient in venepuncture and ECG recording.
- Competent in Microsoft Office and general IT applications.
- Strong attention to detail with the ability to prioritise tasks effectively.
- Able to work independently as well as collaboratively within a team of clinicians and researchers.
- Flexible with working hours to accommodate trial protocols and participant recruitment needs.
- Experience in clinical trial monitoring and auditing, both internally and externally, to meet regulatory and scientific standards.

Employee Declaration

I  have read, understood and accept the above Position Description.  
(Please print name)

Signature:

Date: