

Position Description

Clinical Trial Coordinator

Classification:	Level 2 Research Nurse
Business unit/department:	Molecular Imaging Research – Department of Molecular Imaging & Therapy (MIT)
Work location:	Austin Hospital ☒
Agreement:	Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024-2028
Employment type:	Fixed-Term Full-Time
Hours per week:	38 (+ ADO)
Reports to:	MIT Neuro Research Manager
Direct reports:	n/a
Date:	October 2026

We acknowledge the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander Peoples. We acknowledge the deep and enduring connection that First Nations Peoples have to this land, and we honour their strength, resilience, and leadership. We are committed to creating a culturally safe and supportive workplace where Aboriginal and Torres Strait Islander voices are heard, valued, and empowered.

Position purpose

The Clinical Trial Coordinator supports the safe, efficient and compliant coordination of clinical trials and research studies undertaken within the MIT Neuroscience PET Research Program. The role reports to the Neuroscience Research Manager and works closely with investigators, research nurses, technologists, scientists, nursing and medical staff, external trial teams and study monitors to ensure study activities are delivered in accordance with approved protocols, Good Clinical Practice and relevant Austin Health requirements.

About the Department

The Department of Molecular Imaging and Therapy (MIT) is a multidisciplinary service providing diagnostic imaging, therapy and research services and is one of Australia's leading molecular imaging departments. The department has extensive PET/CT, SPECT/CT, radiopharmaceutical production and research capabilities, with established research programs in neuroscience and oncology.

The Neuroscience PET Research Program has a strong focus on the development and application of molecular imaging techniques for neurodegenerative diseases, including Alzheimer's and Parkinson's disease. Research activities include beta-amyloid imaging in ageing and dementia and dopaminergic imaging in Parkinson's disease. The program works collaboratively with research and industry partners, including the University of Melbourne, the Florey Institute of Neuroscience and Mental Health, CSIRO and international organisations.

Position responsibilities

- Coordinate assigned clinical trials and research studies from study set-up through recruitment, study visits, follow-up and close-out activities.
- Maintain familiarity with current protocols, investigator brochures, study manuals, ethics/governance approvals and study-specific requirements.
- Ensure study activities and documentation are completed accurately, within required timeframes and in accordance with approved protocols and delegated responsibilities.
- Coordinate participant screening, appointments, imaging visits and follow-up, including communication of study and preparation requirements.
- Support the informed consent process in accordance with protocol, delegation, professional scope and applicable requirements.
- Coordinate PET procedures with technologists, scientists, and radiopharmacy staff.
- Undertake protocol-required clinical procedures such as observations, ECGs, venepuncture and IV cannulation where applicable.
- Monitor participants during study visits and promptly escalate clinical concerns or adverse events to the investigator and relevant study personnel.
- Liaise with sponsors, CROs and monitors; facilitate monitoring visits, respond to data queries and support study audits and inspections.
- Attend research and study meetings and communicate study status, operational issues and upcoming requirements to relevant stakeholders.

Selection criteria

Essential skills and experience:

- A Registered Nurse (Division 1) currently registered with the Nursing & Midwifery Board of Australia.
- Considerable nursing knowledge, experience (at least 3 years) or interest demonstrating the appropriate competencies and skills for the job and clinical setting.
- Competency in venepuncture and/or IV cannulation.
- Excellent organisational skills with the ability to manage time efficiently and prioritize delegated tasks.
- Excellent written, verbal and interpersonal communication skills.
- Demonstrated attention to detail, initiative, problem-solving skills and ability to work both independently and collaboratively.
- High level of computer literacy, including Microsoft 365 and experience with clinical/research databases or electronic data capture systems.

Desirable but not essential:

- Previous experience coordinating clinical trials, clinical research or complex participant-based research studies.
- Experience in PET, nuclear medicine, radiology, neuroscience, or another imaging-based clinical environment.
- Current Good Clinical Practice certification, or ability to obtain and maintain certification.



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- Hold a current Radiation User License to perform safe injection of radiopharmaceuticals, or be willing to obtain certification.

Professional qualifications and registration requirements

A relevant tertiary qualification in Nursing is essential. Where the appointee is required to undertake regulated clinical activities, current professional registration, credentialing, competencies and any required licences must be maintained for those activities. Final qualification and registration requirements should align with the approved classification for the role.

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to creating a culturally safe, inclusive and anti-racist environment for all staff, patients, consumers, carers and communities. We recognise that racism, discrimination and exclusion negatively impact health and wellbeing, and acknowledge the unique and ongoing effects of colonisation, dispossession and systemic inequities experienced by Aboriginal and Torres Strait Islander Peoples. We are committed to embedding cultural safety and inclusion across all levels of our health service, actively identifying and eliminating racism in all its forms, and equipping our people



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with the knowledge, skills and confidence to challenge racism, foster respect, and create a safer and more equitable experience for everyone.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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