

Position Description

Clinical Trails Co-ordinator

Classification:	Registered Nurse Div1 Grade 3B or Scientist Grade 2
Business unit/department:	CREDO, Centre for Research and Education of Diabetes and Obesity
Work location:	Austin Hospital ☐ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement 2021-2025 Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Employment type:	Fixed-Term Part-Time
Hours per week:	24 (0.6 FTE)
Reports to:	Director of CREDO and Diabetes Research Manager
Direct reports:	N/A
Financial management:	Budget: Nil
Date:	August 2026

Position purpose

The Clinical Trial Coordinator plays a critical role in a multi-disciplinary team conducting clinical research trials undertaken in the CREDO Centre. The Clinical Trial Coordinator is responsible for coordinating clinical and Investigator Initiated clinical trials including gathering high-quality research data, managing participant recruitment and selection, collecting and maintaining trial data, managing records, programs and resources and maintaining clinical databases.

The Clinical Trial Coordinator also offers direction and advice to others and carries out all responsibilities in accordance with the highest nursing and ethical standards. The position reports to the Director of Diabetes and CREDO Manager, under broad supervision.

The position will be Fixed Term, Part Time 3 day per week until 30 June 2027 and is subject to securing research funding for renewal.

About CREDO

We are a leading clinical diabetes and obesity research group undertaking industry sponsored and investigator-initiated clinical trials and clinical research, affiliated with the University of Melbourne. We are based at the Heidelberg Repatriation Hospital, a campus of Austin Health.

As a growing research group with national and international reach our goal is to position CREDO as one of Australia's leading research teams.

Position responsibilities

The clinical trial coordinator will assume the primary coordination and day-to-day management of the conduct of clinical trials at the CREDO Unit. This includes the delivery of direct and indirect clinical trial related care of patients and associated data collection for clinical trials in accordance with the National Health and Medical Research Council (NHMRC) National Statement on Ethical Conduct in Human Research, the International Conference on Harmonization guidelines for Good Clinical Practice (ICH-GCP) and the Therapeutic Goods Administration guidelines for Good Clinical Research Practice.

The clinical trial coordinator will ensure high standard of care and professionalism are delivered to patients involved in clinical trials in partnership with all members of the multidisciplinary and research teams.

Selection criteria

Essential skills and experience:

- Experience working as a Clinical Trial Coordinator and an ability to adhere strictly to research protocols and guidelines whilst remaining up-to-date with clinical trial trends and developments
- 3 years or more working as a registered nurse or workforce equivalent
- hold a current mutually recognised Good Clinical Practice (GCP) certificate
- hold a current IATA Training Certificate or willing to obtain
- highly-developed planning and organisational skills, with experience establishing priorities, implementing improvements and meeting deadlines while working effectively under pressure
- highly-developed interpersonal and communication skills. Particularly the ability to respond professionally and appropriately as a representative of Austin Health.
- demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative
- a demonstrated understanding of confidentiality, privacy and information handling principles, coupled with the ability to work with sensitive information and maintain discretion at all times
- under supervision of the Principal Investigator, contact and assess the suitability of patients referred for clinical trials according to the protocol inclusion/exclusion criteria
- demonstrated relationship management skills, including the ability to interact with, negotiate with and gain co-operation from internal and external stakeholder
- as directed, assist the Principal Investigator with investigator-initiated trials
- Excellence in proficiency in Microsoft Office (Word, Excel, Outlook) and experience with data entry



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- High level of accuracy, attention to detail and analytical rigor
- Ability to build and maintain strong working relationships with internal teams, hospital departments, research sponsors and external stakeholders
- Strong time management, organisational skills and ability to multitask
- Initiative, accountability and flexibility in a fast-paced research environment
- Ability to transcribe clinical data into database

Desirable but not essential:

- Experience in preparing applications to ethics committees
- An understanding of current and emerging ICH-GCP work practices and processes
- Prior experience/knowledge in the setting of Diabetes and Obesity Disorders
- Clinical research experience of clinical studies within a pharma company, biotech or CRO

Professional qualifications and registration requirements

- a current practicing certificate as a Registered Nurse Div. 1 (issued by the Nurses Board of Victoria) with substantial relevant experience; or
- a degree in a relevant field with subsequent relevant experience in Health or Science
- an equivalent combination of relevant experience and/or education/training Knowledge and Skills

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).



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- 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 cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

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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