Position Description

Clinical Research Coordinator

Classification:	Medical Scientist Grade 2, Research Nurse Level 2 (YU13)
Business unit/department:	Department of Molecular Imaging and Therapy
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement (as applicable):	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
	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Employment type:	Fixed Term Full-Time or Part-Time
Hours per week:	40 hours (or 32hours part-time)
Reports to:	Medical and Scientific Director, Department of Molecular Imaging and Therapy
Direct reports:	N/A
Financial management:	N/A
Date:	March 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung 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.

Position purpose

This Clinical Research Coordinator (CRC) position in the Department of Molecular Imaging and Therapy (MIT) is responsible for the coordination of oncology clinical trials within the Department of MIT. The role involves coordination and scheduling of study participant visits/procedures, collection of clinical and study specific data, and maintaining site essential documents as per ICH GCP as well as Austin Policies.

The positions' objectives are to coordinate, conduct and manage oncology clinical trials within the department of MIT, provide support with participant recruitment and follow-up, specifically to work with other research and clinical personnel within the hospital as required of the clinical trial.

About the Directorate/Division/Department

The Department is the largest facility of its kind within the State and has an International reputation for clinical service, teaching, training and research. The Department is currently located on two campuses that are situated one kilometre apart. The Austin Campus has four SPECT/CT gamma cameras, two clinical PET/CT scanners and one research PET/CT scanner, an 18MeV cyclotron and a research cyclotron, extensive laboratories, and Pharmacy, Physics and Chemistry support. The Repatriation Campus has the Bone Density & Mineral Research Unit (BDMRU) which is also part of the Department and is involved in a number of international clinical trials and several studies being conducted by staff within the Endocrine Centre of Excellence.

Clinical services are provided for Austin Health patients as well as privately referred patients from a wide range of specialists and general practitioners spread across a large region of metropolitan Melbourne and its fringe. In addition, selected diagnostic scans and therapy studies are provided for patients from a state-wide (and interstate) referral base.

Position responsibilities

As a member of the research team, the Clinical Research Coordinator will be involved in conducting both collaborative and commercially sponsored clinical trials within the Department of MIT from start-up phase to close-out phase of the studies. The Oncology clinical trial portfolio include Phase 1, First-in-human to Phase 3 studies.

The CRC will have responsibilities for the delivery of direct and indirect trial related care of patients, as well as collection of data for clinical trial research studies undertaken in the department. The CRC will ensure the highest standard of care is delivered to all patients involved in the department's clinical trials, where relevant, their families, in partnership with all members of the multidisciplinary research team.

This position is integral to the set-up and running of all studies within MIT clinical trial portfolio, including project and site set-up, implementation and coordination of sample shipping and storage and clinical trial management, while liaising with internal and external stakeholders to ensure high-quality trial delivery,

Key Accountabilities:

- Conduct clinical research in accordance with TGA ICH GCP, the NHMRC National Statement on Ethical Conduct in Human Research and relevant state/federal privacy laws
- Develop and maintain study-specific proformas, worksheets and source documentation
- Assist with screening and recruitment of eligible patients in accordance with protocol and GCP
- Coordinate and conduct study visits across all oncology trials within MIT trials portfolio
- Ensure protocol compliance during study procedures, assessments and follow-up
- Accurately collect, record and maintain study data in source documents and complete data entry in EDC in a timely manner
- Respond to site and study related queries/issues and recommend corrective actions and/or escalate to supervisors in a timely manner. Maintain study logs, including but not limited to screening, enrolment, delegation, training and other sponsor required forms and logs

- Coordinate collection, processing, storage and shipment of biological samples in accordance with protocol, laboratory and other regulatory requirements
- Liaise with laboratories, couriers and sponsors regarding sample management
- Foster relationships with key internal and external stakeholders
- Liaise with all involved groups/departments to ensure all study related activities run smoothly as per the protocol and regulations
- Identify, document and report adverse events (AEs), serious adverse events (SAEs), SUSARs and protocol deviations according to TGA, HREC/RGO guidelines and sponsor/protocol requirements
- Participate in study monitoring and auditing as required
- Participate in regular meetings relevant to research projects
- Maintain accurate and current study documentation in Investigator Site Files and internal SharePoint folders
- Maintain effective communication processes with participants and families, investigators, and other members of the study team to ensure updated information is appropriately shared in a timely manner and the appropriate implementation of the study/research protocol
- Assist with study reporting, metrics and progress update as required
- Demonstrate a commitment to continuing professional development and participate in performance review/appraisal
- Maintain compliance with all mandatory study and role specific training, as well as institutional training requirements

Selection criteria

Essential skills and experience:

- A commitment to Austin Health values
- Demonstrated commitment to high quality patient care
- Degree/Honours qualification in science, nursing or related discipline OR an appropriate level of experience in a relevant field
- Appropriate level of expertise gained from a combination of experience, training or professional accreditation
- Experience in the planning and conduct of oncology clinical trials in all phases
- Sound knowledge of GCP, ICH guidelines and clinical research regulations
- Demonstrated teamwork and collaboration
- Ability to work autonomously and as a team member
- Demonstrated ability to build and maintain working relationships with key internal and external stakeholders
- Demonstrated ability to communicate at all levels
- Excellent organizational and time-management skills, as well as attention to detail
- High level of initiative with a demonstrated ability to plan, implement, prioritise and set deadlines
- A sound understanding of information technology including clinical systems, PACS and imaging applications relevant to the scan interpretation within the hospital systems

Desirable but not essential:

- Experience with HREC and RGO submissions
- Familiarity with NCTGF requirements
- Biological sample processing experience

Professional qualifications and registration requirements

There are no qualifications or registration requirements for this 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 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.