

Position Description

Research Coordinator - Emerging Drugs Network, Victoria (EDNAV)

Classification:	Pharmacist Grade 2 (SX2-SX5) or Registered Nurse (Y2-Y4) or Equivalent for other health professionals
Business unit/department:	Victorian Poisons Information Centre
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input checked="" type="checkbox"/> Hybrid/WFH
Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement 2021-2025
Employment type:	Fixed Term Full-Time or Part-Time
Hours per week:	32-40 hrs/week
Reports to:	Medical Director, Victorian Poisons Information Centre
Direct reports:	Medical Director, Victorian Poisons Information Centre
Financial management:	EDNAV Cost Centre Y3012
Date:	June 2025

Position purpose

The Emerging Drugs Network of Australia – Victoria (EDNAV) project is a state-wide multi-site toxicosurveillance network that collates clinical and toxicological data from patients presenting to emergency departments across Victoria, involving illicit drug related toxicities.

The EDNAV research coordinator role is responsible for supporting and coordinating EDNAV research activities, working collaboratively with the broader team to define, design and conduct research activities focusing on illicit drug toxicosurveillance and data generated by the EDNAV project. The research coordinator will organise weekly EDNAV project workflow, report production and department of health liaison meetings, and is supported by EDNAV project lead investigators.

About the Directorate/Division/Department

The Emerging Drugs Network of Australia, Victoria (EDNAV) is a collaboration between emergency physicians, clinical toxicologists and other health professionals and forensic labs and researchers to

combat the devastating effects of drug taking by improving the objective up-to-date data on illicit substances.

The EDNAV project is led by the Victorian Poisons Information Centre (VPIC). The VPIC provides advice to members of the public and to health care providers about what to do if a person has been poisoned, has overdosed, has made a mistake with medicines or has been exposed to chemicals, plants or animals. VPIC aims to prevent unnecessary visits to general practitioners and hospitals and unnecessary ambulance callouts, and provides health professionals with risk assessment and initial and ongoing management advice. The service consists of a team of Specialists in Poisons Information and Toxicologists.

Austin Health and the VPIC are key partners of the project with the Victorian Institute of Forensic Medicine (VIFM) and the Victorian Department of Health (DH).

Position responsibilities

The EDNAV research coordinator role is responsible for supporting and coordinating EDNAV research activities, working collaboratively with the broader team to define, design and conduct research activities focusing on illicit drug toxico-surveillance and data generated by the EDNAV project. The research coordinator will organise weekly EDNAV project workflow, report production and department of health liaison meetings, and is supported by EDNAV project lead investigators. Responsibilities include:

- Coordinate EDNAV research activities including drafting or completion of research proposals, HREC documentation, reports, publications.
- Coordinate weekly multidisciplinary EDNAV surveillance group meetings.
- Regularly analyse study data to ensure surveillance group is informed of latest EDNAV signals and trends
- Manage sample acquisition and transport operations.
- Liaise with research sites to ensure adequate supplies of study administration resources.
- Respond to requests from stakeholders regarding study findings
- Liaise with external Alcohol and other Drug community stakeholders as required to promote collaboration with the EDNAV project aims.
- Work in accordance with Ethical / Governance / regulatory bodies locally and nationally.
- Comply with the requirements of Hospital Research Ethics Committee in the conduct of all research activities.
- Complete annual performance review with VPIC Medical Director

Selection criteria

Essential skills and experience:

- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence.
- A tertiary qualification and clinical experience in a relevant field, with AHPRA registration, if applicable
- An understanding of the pharmacological characteristics of commonly used illicit drugs, including common sedatives, stimulants, hallucinogens and dissociatives.
- Proficiency with common office and research software including Microsoft Word, Excel, Outlook.
- Experience using statistical application software.



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- Research experience, including publication within peer-reviewed medical literature
- Highly developed interpersonal and communication skills, including problem solving ability and conflict resolution skills, as well as sound oral and writing skills.
- Good organisational skills, efficient workload management and ability to prioritise.
- Demonstrated ability to work in a team environment.
- Experience in creating and storing patient information in a way that complies with relevant privacy laws and regulations.

Desirable but not essential:

- Postgraduate University Masters or Doctoral level qualification relating to health aspects of illicit drug use.
- Experience of community-based programs, services or interventions designed to limit illicit drug related harm
- Previous involvement in multi-site (multi-institutional) research project(s)

Professional qualifications and registration requirements

- Current AHPRA registration in relevant field, if applicable

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.*



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- 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.



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