

Position Description

Research Administration Coordinator

Classification:	Registrar – as per AMA DiT Agreement
Business unit/department:	CREDO, Centre for Research and Education of Diabetes and Obesity
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026
Employment type:	Fixed-Term Part-Time
Hours per week:	24 hours/week (0.6 EFT)
Reports to:	Director of CREDO and Diabetes Research
Direct reports:	N/A
Financial management:	Budget: Nil
Date:	June 2025

Position purpose

The Endocrinology Research Registrar position provides an opportunity to work in a leading team in the discipline of diabetes (and its complications) / obesity / endocrinology / nephrology / Cardiovascular. The successful candidate will fulfill the position of Clinical Trial Sub-Investigator across multiple Phase I to IV clinical trials in the Centre for Research and Education in Diabetes and Obesity (CREDO) Unit. They will provide medical support in the running of pharmaceutical and device clinical trials in accordance with the research protocols, ICH-GCP Guidelines, SOPs, applicable regulatory and local requirements to meet the high-quality standards of the Clinical Trials within the CREDO unit.

A commitment to excellence in research and education is required. Administrative duties commensurate with the position will also be required and it is expected you will contribute to the clinical, collegial and intellectual life of CREDO.

The position will be 5 mornings per week in the CREDO clinic (Monday - Friday) and Austin Diabetes outpatient clinic Wednesday afternoon until 31 January 2027. This position represents an excellent

opportunity for a high caliber academic clinician researcher to rapidly accelerate their clinical research career.

There may be the opportunity to participate in both inpatient and outpatient services at Austin health within the Endocrinology Department. There will be the opportunity to attend and participate in departmental clinical meetings.

About CREDO

We are a leading clinical diabetes and obesity research group undertaking investigator-initiated research and clinical research which includes large cohort studies and randomised controlled trials, affiliated with the University of Melbourne. We are based at the Heidelberg Repatriation Hospital a campus of Austin Health.

As an emerging research group with a growing interest, both nationally and internationally we aim to elevate the Diabetes and Obesity Research Group to one of the lead groups in Australia.

The Endocrinology Department is part of the Medical & Emergency Clinical Service Unit and provides inpatient and outpatient care for patients with endocrinology disorders.

The Endocrinology Department has an important role in undergraduate and postgraduate teaching and is closely affiliated with the University of Melbourne, Department of Medicine

Position responsibilities

You will be responsible but not limited to the following duties:

Clinical Research

- Ensuring that all CREDO Unit requirements for acting as a Clinical Trials Sub-Investigator are met (i.e. GCP training etc.)
- Attend CREDO Clinical Clinics as sub-investigator Monday to Friday (5 morning sessions per week) to ensure appropriate participant recruitment and management throughout trial process
- Attend the Austin Diabetes Clinic as a diabetes registrar for the purpose of providing optimal diabetes care and to identify any eligible patients who would benefit from recruitment into clinical trials (2-3 sessional clinics per fortnight).
- Supervision of patient accrual, data collection and assisting data analysis for patients participating in clinical trials
- Work closely with other members of the Clinical Trials Unit and sponsors to ensure that data of the highest quality is collected, Good Clinical Practice is performed, and protocols are followed.
- Provision of high-quality documentation regarding patients participating in CREDO Unit trials as outlined in CREDO Unit standard operating procedures
- Assist as needed other staff responsible for the development and population of relevant databases
- Facilitate cross-referrals of appropriate patients from external referred
- Where appropriate to develop or assist in development of investigator-initiated research protocols
- Conducting the participant informed consent process and addressing participants' questions
- Determining eligibility for study enrolment
- Monitoring clinical trial participants to ensure participant safety



**Our actions
show we care**



**We bring
our best**



**Together
we achieve**



**We shape
the future**

- Recording medical history
- Making clinical assessments including physical examination, vital signs, ECGs and dermatology assessments as per specific clinical trial protocols
- Reviewing pathology and other reports
- Recording adverse events and current medications
- Recording and reporting serious adverse events
- Other tasks as directed by the Head of Diabetes and/or Research Manager as required

Meetings

- Participate in Unit meetings and activities.
- Attend all department meetings
- Present relevant protocols to the department when appropriate i.e. at feasibility stage and at site initiation
- Attend all International Sponsor meetings if possible.

Clinical Services

- Abide by Austin Health corporate policies and practices
- Participate in Austin Health performance appraisal program as required
- Undertake not to reveal to any person or entity any confidential information relating to patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer
- Participate in the emergency incident response activities, as defined within the Emergency Response Manual, as and when required, at the direction of management

Selection criteria

Essential skills and experience:

- A commitment to Austin Health values.
- Up-to-date knowledge and skills in diabetes and obesity, as appropriate
- Demonstrates, understands and adheres to Good Clinical Practice
- Demonstrates ability to communicate at all levels
- Demonstrates the ability to work in teams and collaborate
- Demonstrates a commitment to research
- Demonstrates a commitment to undergraduate and postgraduate education
- Demonstrates a commitment to Continuous Quality Improvement and commitment to high-quality patient care
- Attendance and active involvement in relevant departmental, organisational and external meetings (i.e. College, Association and National/International bodies)

Desirable but not essential:

- A sound understanding of information technology including clinical systems.



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future

Professional qualifications and registration requirements

- Must be a registered Medical Practitioner in Australia with the Australian Health Practitioner Regulation Agency (AHPRA)

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.



**Our actions
show we care**



**We bring
our best**



**Together
we achieve**



**We shape
the future**

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.



**Our actions
show we care**



**We bring
our best**



**Together
we achieve**



**We shape
the future**