

Austin Health Position Description



Position Title: Clinical Haematology Research Coordinator

Classification:	Research Nurse Level 2 or Administration HS4
Business Unit/ Department:	Cancer Research Operations/Clinical Haematology
Work location:	Austin Health
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 - 2025
Employment Type:	Fixed-Term Part-Time
Hours per week:	24 hours per week
Reports to:	Business: Cancer Research Operations Manager Research: Director, Clinical Haematology
Direct Reports:	Nil
Financial management:	Budget: N/A
Date:	January 2025

About Austin Health

Austin Health is recognised for high-quality, person-centered care. We're renowned for our specialist work in cancer, transplantation, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health and rehabilitation.

We're the largest Victorian provider of training for specialist physicians and surgeons, and internationally recognised as a centre of excellence in hospital-based research.

Our services are delivered to patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our Gender Equality Action Plan we have been guided by the gender equality principles set out in the Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

Position Purpose

The Clinical Haematology Research Coordinator will be responsible for the coordination of the portfolio of investigator driven, collaborative and sponsored research that sits within

the Clinical Haematology Department and Cancer Research Operations. This role will focus specifically on patient recruitment, study visit coordination, accurate and attributable data collection, coordination of biological sample collection and storage, meticulous record keeping, liaising with internal and external stakeholders, oversight of project budgets, Investigator Site File management and the coordination of human research ethics submissions.

The Clinical Haematology Research Coordinator will work closely with Principal Investigators, study research teams, and the Cancer Research Operations Manager to ensure good research governance and study coordination

About Clinical Haematology, Cancer Research Operations & ONJ

Clinical Haematology Department

Austin Clinical Haematology provides comprehensive services to all the campuses of Austin Health. It is located within the Olivia Newton-John Cancer Wellness & Research Centre (ONJ Cancer Centre), at the Austin Hospital. Haematology areas include Day Oncology, Apheresis, Outpatient Clinics and an Inpatient Ward. The unit has a close association with the Cancer Clinical Trials Centre, the Olivia Newton-John Cancer Research Institute and the Victorian Comprehensive Cancer Centre.

Cancer Services

Austin Health is one of the largest cancer services providers in Victoria. A complete range of services are provided to patients and their families, including medical oncology, clinical haematology, radiation oncology, surgical oncology, cancer genetics, palliative medicine and wellness and supportive care programs. These services are provided in the ONJ Cancer Centre.

Research in the ONJ Centre

The ONJ Cancer Centre has a strong and varied research focus that is recognised nationally and internationally. This significant focus extends into all clinical services and specialties, integrating a broad range of research activities into multidisciplinary cancer care, and the management of benign conditions. This includes scientific research, clinical drug and non-drug trials, clinical practice research, disease specific registry management, audit activities and supportive care research. It involves medical, nursing, allied health, and other related disciplines.

Purpose and Accountabilities

Role Specific:

- **Support of systems**
- Follow Austin Health, Nursing and Medical Oncology policies, processes and guidelines.
- Assist in ensuring adequate assessment, care and follow-up of patients by liaising with the managing clinical unit, medical, nursing and ancillary services staff
- Organise clinical research start-up meetings. This includes liaising with Investigators, Study Sponsors and Monitors, members of the Human Research Ethics Committee and various other departments and staff.

- Maintain a flexible approach to working hours to meet the requirements of the clinical research.
 - Meet data and database lock deadlines.
 - Assist the Principal Investigators with data management of clinical haematology research studies.
 - Assure accurate collection, documentation and archiving of data according to clinical research protocol, regulatory requirements and ICH-GCP guidelines.
 - Ensure patient confidentiality is always maintained.
 - Respond within expected timeframes to data queries as they arise.
 - Develop an understanding of financial considerations such as budgets and invoicing relating to clinical research.
 - Identify areas of concern and act/escalate as appropriate.
- **Direct Clinical Care**
 - Ensure optimal clinical management of eligible, consenting patients under the supervision of the Fellow/Principal Investigator according to study protocol criteria.
 - Coordinate and/or perform all procedures and investigations required for protocol treatment of patients involved in Clinical Haematology research under supervision of the Principal Investigator.
 - Accept referrals of patients from consultants, registrars, and other units into Cancer Research Operations.
 - Assess the suitability of patients referred for studies according to the protocol inclusion/exclusion criteria under supervision of the Principal Investigator.
 - Administer (if qualified) or support the process of administering investigational and standard therapies to clinical trial patients.
 - Report safety information according to regulatory guidelines and escalate as appropriate under supervision of the Principal Investigator.
 - Collect (if qualified) and coordinate timely processing and review of results by Investigator of research related biological samples.
- **Education**
 - Provide education to staff, patients, and their families to enhance understanding of the aims, expectations and procedures of the clinical research in which they are involved.
 - Act as a resource person for industry, colleagues, staff and patients on all aspects of clinical research with assistance from more experienced staff as necessary.
 - Participate in and promote educational programs (eg. Seminars/workshops) pertaining to clinical research to further knowledge base and keep abreast of current issues in clinical research.
 - Ensure investigators and other personnel involved in the clinical research studies are kept informed about progress, serious adverse events, complications, and tolerance of protocol treatments/care pathways.
 - Establish and maintain effective working relationships with departments providing clinical care of patients and their families, with study research teams and more broadly the National Co-ordination bodies.
 - Develop and facilitate relationships with researchers and National and International clinical research groups.
- **Professional Leadership**

- Displays leadership qualities such as; integrity, confidence, ability to inspire others, excellent communication, clear decision making ability, accountability and the ability to communicate information and expectations in a way that builds effective and collaborative working relationships with others.
 - Evidence of adherence to Austin Health Conduct, policies and procedures and the Nursing and Midwifery Board of Australia Nursing Professional codes and guidelines.
 - Support and foster positive team culture, a safe working environment and the effective implementation of resources, whilst supporting Austin Health to drive change and implement continuous service improvements.
 - Undertakes 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
- **Research**
 - Comply with the requirements of the Institutional Ethics Committee regarding the conduct of clinical research according to International Conference on Harmonization (ICH) guidelines for Good Clinical Practice (GCP).
 - Promote the link between research, education and practice.
 - Coordinate submissions to the Austin Health Human Research Ethics Committee
 - Ensure the delivery of evidence-based nursing care (if qualified) that meets professional, organisational, legal and ethical standards in order to optimise health outcome for the community.
 - Support quality improvement and research initiatives and effectively manage change to improve patient outcomes.
 - Undertake/support nursing research, publication of work and public presentation within the local, national and international research community.

All Employees:

- Comply with Austin Health [policies & procedures](#) as amended from time to time.
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality & 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 & Quality Health Service Standards and other relevant regulatory requirements.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

Selection Criteria

Essential Knowledge and skills:

- Relevant tertiary qualification in healthcare
- Demonstrated skills and experience in project or research coordination
- Excellent organisation and time-management skills with the ability to prioritise workload to meet deadlines
- Proven experience in establishing and maintaining productive relationships with key health care professionals, consumers and relevant funding organisations
- Advanced written and verbal communication skills
- Demonstrated skills and experience in data collection, management, analysis, and reporting
- Comprehensive understanding of ICH-GCP Guidelines and relevant regulatory/statutory guidelines
- Experience in preparing ethics applications and amendments
- Excellent team working skills with ability to work autonomously
- Demonstrated ability to problem solve

Desirable but not essential:

- Consumer recruitment and engagement principles
- Knowledge of Austin Health structures and operations
- Current certificate in pathology collection
- Demonstrated proficiency with information technology, including Microsoft Office, Teams and Excel

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

We welcome applications from Aboriginal and Torres Strait Islander people. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#)

Document Review Agreement

Manager Signature	
Employee Signature	
Date	