Position Description

Research Nurse

Classification:	Research Nurse Level 2 – QRED1 (YU13) Registered Nurse Div 1 Grade 3B
Business unit/department:	N-CRESS, Dept of Neurology
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024-2028
Employment type:	Part-Time
Hours per week:	32
Reports to:	N-CRESS Manager
Direct reports:	Nil
Financial management:	Budget: N/A
Date:	November 2026

We acknowledge the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri 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. We acknowledge the deep and enduring connection that First Nations Peoples have to this land, and we honour their strength, resilience, and leadership. We are committed to creating a culturally safe and supportive workplace where Aboriginal and Torres Strait Islander voices are heard, valued, and empowered.

Position purpose

The Research Nurse is responsible for the primary coordination and day to day management of the conduct of clinical trials at N-CRESS. This includes the delivery of direct and indirect clinical trial-related care of patients and associated data collection for clinical trials, academic research and collaborative group studies 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.

This role also provides support for some Stroke clinical trials for the purpose of learning, mentoring, collaboration, skills diversity, resource sharing and provision of back-up.

This role requires close liaison with the N-CRESS Manager, Principal Investigator(s), Co-Investigators,

Research Fellow, clinical nursing team and Research Administration Coordinator. It also requires the development of strong professional relationships with key clinical research stakeholders, both internal and external.

The Research Nurse will ensure a 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.

About the Directorate/Division/Department

About N-CRESS

Neuro-Immunology Clinical Research, Education and Support Service (N-CRESS) is a specialist service within the Department of Neurology at Austin Health. N-CRESS provides expert clinical care, education and support for people living with multiple sclerosis (MS) and other neuroimmunological and neurological conditions. The service delivers predominantly outpatient-based care through multidisciplinary specialist clinics and nurse-led programs, supporting patients throughout their treatment journey.

Established in 1996, N-CRESS has developed a national and international reputation for excellence in neuroimmunology clinical care and research. The service has a strong research focus and is actively involved in local, national and international clinical trials, academic research and observational studies across multiple sclerosis, stroke, motor neurone disease, migraine and other neurological conditions. N-CRESS provides clinical trial coordination, governance and research support, contributing to the advancement of evidence-based care.

In addition to direct patient care, N-CRESS supports professional development, quality improvement, research, education and collaborative initiatives across Austin Health and external healthcare organisations. The service works closely with medical, nursing, allied health, community and research partners to deliver high-quality, patient-centred care and improve outcomes for people affected by neurological disease.

About the Department and Division

The **Department of Neurology** is the largest neurology unit in Victoria and provides comprehensive tertiary neurological services across a broad range of subspecialties, including neuroimmunology, stroke and epilepsy. The department has a strong reputation for clinical excellence, teaching and research, supported by comprehensive neurodiagnostic services. The Department of Neurology forms part of the **Medical and Cancer Services Division** at Austin Health.

Position responsibilities

Conduct of Clinical Research

- Conduct clinical research in accordance with ICH-GCP, TGA requirements, the NHMRC National Statement on Ethical Conduct in Human Research, and relevant regulatory and institutional policies.
- Develop and maintain a comprehensive understanding of study protocols and associated procedures.
- Coordinate the collection, documentation, and timely entry of study data, ensuring accuracy, completeness, and protocol compliance.
- Monitor study progress, maintain high-quality study data, and resolve data queries within required timeframes.

- Identify study-related issues, implement corrective actions where appropriate, and escalate significant concerns to the Principal Investigator (PI) and/or N-CRESS Manager.
- Support participant recruitment by implementing recruitment and retention strategies in collaboration with investigators.
- Maintain effective communication with sponsors, contract research organisations (CROs), investigators, participants, and study team members.
- Liaise with the Research Administration Coordinator (RAC) to support ethics, governance, and regulatory submissions and approvals.
- Facilitate study monitoring visits, audits, and inspections, working collaboratively with internal and external stakeholders.
- Contribute to research dissemination and professional development through participation in relevant meetings, conferences, and professional networks.

Direct Clinical Care

- Deliver participant-centred care with compassion, professionalism, clinical expertise, and sound clinical judgement.
- Coordinate and oversee participant management throughout the clinical trial, escalating clinical concerns promptly to the PI and treating neurology team.
- Assess participant needs and facilitate appropriate treatment, referrals, and follow-up care.
- Advocate for research participants and support their safety, wellbeing, and informed decision-making throughout the study.
- Analyse participant progress and ongoing suitability for study participation in consultation with investigators and treating clinicians.
- Demonstrate flexibility in supporting study activities and, where required, contribute across Neuroscience research programs.
- Build and maintain effective relationships with key clinical and research stakeholders across Austin Health and external organisations.

Financial Management

- Support the N-CRESS Manager, Research Team Leader, Principal Investigator and RAC in the development, review and negotiation of study budgets, noting that responsibility for contracts and overall research governance remains with the Management team, in accordance with organisational policies and delegated authorities
- Monitor study activity and provide necessary information to support invoicing, milestone payments, and financial reporting.
- Assist with the assessment of study feasibility and resource requirements as directed.

Professional Leadership

- Practise in accordance with the Nursing and Midwifery Board of Australia Registered Nurse Standards for Practice.
- Provide leadership, mentorship, education, and support to research staff, students, and colleagues within Neurology and the broader organisation.
- Promote evidence-based practice and contribute to continuous quality improvement initiatives.
- Maintain contemporary knowledge of clinical research, therapeutic developments, and best practice standards.
- Demonstrate professional accountability, initiative, and autonomous decision-making within scope of practice.

Systems and Governance

- Ensure compliance with all ethical, governance, regulatory, and institutional requirements relevant

to clinical research.
- Maintain participant confidentiality and ensure secure management of study documentation and data.
- Coordinate with clinical and support services, including pharmacy, pathology, imaging, medical records, and procurement, to facilitate study delivery.
- Support ethics and governance submission processes and maintain required study documentation throughout the study lifecycle.
- Contribute to the development and improvement of research processes and systems to optimise study conduct and participant experience.

Education
- Provide education and ongoing information to participants and carers regarding clinical trials, study procedures, and informed consent.
- Actively support and document the informed consent process in accordance with protocol and regulatory requirements.
- Deliver education and training to clinical and non-clinical staff regarding available clinical trials and research processes.
- Promote awareness of research opportunities through regular engagement with relevant clinical units and stakeholders.

Selection criteria

Essential Knowledge and skills:
- Commitment to Austin Health's values.
- Sound understanding of clinical research governance requirements, including ICH-GCP, the NHMRC National Statement on Ethical Conduct in Human Research, and applicable regulatory frameworks.
- Demonstrated ability to develop and maintain effective working relationships with research participants, multidisciplinary teams, and internal and external stakeholders.
- Excellent interpersonal, verbal, and written communication skills, with strong attention to detail and a high standard of accuracy.
- Proven ability to work both independently and collaboratively, demonstrating initiative, accountability, and sound judgement.
- Highly developed organisational and time-management skills, with the ability to manage competing priorities and meet deadlines in a fast-paced research environment.
- Demonstrated proficiency in Microsoft Office 365 and other relevant computer applications.
- Flexibility to meet study requirements and changing priorities while maintaining participant safety and research quality.
- Demonstrated commitment to continuous learning, professional development, and contributing to a positive team culture.

Desirable but not essential:
- Experience in research nursing and/or clinical trial coordination.
- Competency in venepuncture and ECG acquisition.
- Competence in handling and processing pathology specimens in accordance with IATA requirements.
- Proficiency in clinical research databases and other relevant data entry systems.
- Experience in the start-up and project management of clinical trials.
- Demonstrated patient education and counselling skills.
- Postgraduate qualification in nursing or a related discipline.

Professional qualifications and registration requirements

- Division 1 Registered Nurse holding a current Australian Health Practitioner Regulation (AHPRA) certificate.
- Minimum of 3 years post graduate nursing experience

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 creating a culturally safe, inclusive and anti-racist environment for all staff, patients, consumers, carers and communities. We recognise that racism, discrimination and exclusion negatively impact health and wellbeing, and acknowledge the unique and ongoing effects of colonisation, dispossession and systemic inequities experienced by Aboriginal and Torres Strait Islander Peoples. We are committed to embedding cultural safety and inclusion across all levels of our health service, actively identifying and eliminating racism in all its forms, and equipping our people with the knowledge, skills and confidence to challenge racism, foster respect, and create a safer and more equitable experience for everyone.

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.