Position Description

Clinical Trials Coordinator (Radiation Oncology)

Classification:	Minimum: Admin office grade 4, Research Nurse Level 2, Registered Nurse Grade 2, Allied health Grade 2
Business unit/department:	Radiation Oncology Department
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☒ (ONJ Centre)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Employment type:	Fixed-Term Full-Time
Hours per week:	40hrs p/w for 6 months
Reports to:	A/Prof. Sweet Ping Ng (Director of Research, Radiation Oncology)
Direct reports:	
Financial management:	Budget: N/A
Date:	23 December 2025

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

The Clinical Trial Co-ordinator will, under supervision, have responsibility for the delivery of direct and indirect care and associated data collection for research studies undertaken at BAROC, ensuring clinical and research governance in accordance with the Therapeutic Goods Administration (TGA), Integrated Addendum to ICH E6(R1): Guideline for Good Clinical Practice E6(R2) and the National Health and Medical Research Council (NHMRC) National statement on Ethical Conduct in research involving Humans. The Clinical Trial Co-ordinator will ensure the highest standard of care is delivered to patients involved in clinical trials and, where relevant, their families, in partnership with all members of the multidisciplinary and research teams.

About the Directorate/Division/Department

Austin Health operates two radiation oncology centres in Victoria; one at the Olivia Newton-John Cancer Wellness and Research Centre (ONJCWRC) in Heidelberg and the other, Ballarat Austin Radiation Oncology Centre (BAROC), in the Ballarat Regional Integrated Cancer Centre (BRICC). The multidisciplinary teams at both sites provide Radiation Oncology treatment services to patients with cancer and are committed to excellence in practice and care. Staff undertake professional development activities, are involved in research and liaise and consult with a wide range of specialists and associates to ensure the care offered is world-class. The equipment at both sites is state-of-the-art, and the treatment options available ensure every tumour site is treated according to best practice. Services at both sites offer comprehensive integration with a range of unique wellness and supportive care programs. The service is committed to expanding its technical and research capabilities through teamwork.

ONJ has a growing portfolio of investigator-initiated collaborative clinical trials, predominantly run through Trans-Tasman Radiation Oncology Group (TROG).

Position responsibilities

Role Specific:

Organisational and time management skills

- Demonstrates ability to work in a self-directed manner and be highly person /patient focused
- Prioritise and respond in a timely fashion to all research and trial related matters
- Understand and follow requirements for the conduct of clinical research of the Institutional Ethics Committee according to the Therapeutic Goods Administration (TGA), guidelines for Good Clinical Research Practice (GCRP) and the "International Conference on Harmonization" (ICH) guidelines for Good Clinical Practice (GCP E6 R2)
- Provide advice to clinical staff as to the most suitable trials, ensuring open trials will be recruited to
- Coordinates submissions of all research to the Austin Health Research Ethics Committee

Interpersonal Communication, Influence and Leadership:

- Provide expert clinical knowledge and skills in clinical trial conduct.
- Act as a leader demonstrating and modelling exemplary professional conduct.
- Work effectively with all members of the research team across ONJ and BAROC
- Develop and foster strong relationships with key stakeholders within ONJ (eg Cancer Clinical Trials Centre) and BAROC.
- Demonstrate integrity by building trust and mutual respect between self, colleagues and stakeholders.
- Actively participate in committees and meetings as required, within Austin Health and BAROC.
- Ensure information about clinical trials is available to all staff by utilising a wide range and appropriate modes of communication.

Expansion of clinical trial portfolio:

- Undertake initial assessment and feasibility studies of potential trial opportunities.
- Where appropriate, work with the Austin Radiation Oncology Research team on joint Human Research Ethics Committee and Governance submissions, and co-ordinate / oversee such requirements for ONJ Site as required.
- Develop an understanding of timelines and human resourcing commitments across radiotherapy professional groups required to support trial participation and plan accordingly for trial requirements.

- Organise clinical trial start-up meetings. This includes liaison with Investigators, Study Sponsors and Monitors, members of the Human Research Ethics Committee and various other departments and staff.
- Develop an understanding of financial considerations such as travel costs, pharmacy fees, medical imaging and other examination fees. Assist the existing CTC and RT Site Manager in managing the Research Budget.

Conduct of clinical trials:

- Comply with the requirements of the Institutional Ethics Committee regarding the conduct of clinical research according to the Therapeutic Goods Administration (TGA) guidelines for Good Clinical Research Practice (GCRP) and the "International Conference on Harmonization" (ICH) guidelines for Good Clinical Practice (GCP).
- Ensure optimal clinical management of eligible, consenting trial patients under the supervision of the Principal Investigator according to study protocol criteria.
- Coordinate and /or perform all procedures and investigations required for protocol treatment of patients involved in Clinical Trials under the supervision of the Principal Investigator.
- Assess the suitability of patients referred for clinical trials according to the protocol inclusion/exclusion criteria under supervision of the Principal Investigator.
- Report safety information according to regulatory guidelines and at a local level and escalate as appropriate under supervision of the Principal Investigator.
- Collect, process and coordinate timely review of results by Investigator of trial related biological samples.
- Follow relevant Austin Health and Grampians Health policies, processes and guidelines.
- Assist in ensuring adequate assessment, care and follow-up of patients by liaising with BAROC medical, nursing and ancillary services staff.
- Maintain a flexible approach to working hours in order to meet the requirements of the clinical trials.
- Ensure clear accountability for quality and safety within the ONJ Research program.
- Ensure investigators and other personnel involved in the clinical trials process are kept informed about progress, serious adverse events, complications and tolerance of treatments.

Data Management:

- Be responsible for coordinating and preparing all trial pre-requisites in a timely manner.
- Engage with ROs, RT's and Radiation Oncology Medical Physicists (ROMPs) in collating and storing all paperwork submitted, as part of trial credentialing, in a central location.
- Accurate collection, documentation and archiving of source data according to clinical trial protocol, Regulatory requirements, ICHGCP and CCT guidelines.
- Ensure patient confidentiality is maintained at all times.
- Facilitate monitoring of Case Report Forms by Clinical Research Associates and other Auditors.
- Respond to data queries as they arise
- Maintain up to date information on current clinical trials, including related paper and/or electronic databases and collation of statistics as required.

Quality, Safety and Risk Orientation:

- Provide education and act as a resource to staff, patients and their families to enhance understanding of the aims, expectations and procedures for clinical trials in which they are involved.
- Participate in and promote educational programs (eg. Seminars/Workshops) pertaining to clinical trials to further own knowledge base and keep abreast of current issues and clinical practice in clinical trials in Oncology.

- Be a key resource in the development of the National Clinical Trials Governance Framework in ONJ. Assist with the development and implementation of a project plan and ensure progress of key milestones are monitored and reported internally. This can include:
    - Ensuring there is an ongoing focus on quality improvement within clinical trials
    - Create/update clinical trial policy documents
    - Participate in developing the organisational structure to identify where and how consumers are engaged in clinical trials
- Collaborate with Research Committee members, CTCs and ONJ leadership team to ensure ONJ is prepared for TGA Good Clinical Practice (GCP) inspection program

Credentialing and Scope of Clinical Practice

N/A

Selection criteria

Essential Knowledge and skills:

- Relevant tertiary qualification in Nursing, Radiation Sciences, Science, Allied Health, Psychology and/or related discipline.
- Clinical Trial Coordination experience, with awareness of ICH-GCP Guidelines and relevant regulatory / statutory guidelines.
- Well-developed interpersonal and communication skills.
- A sound understanding of information technology, data entry experience and familiarity with Microsoft Office.
- Excellent organisation, time-management skills, attention to detail and autonomy.
- Excellent interpersonal skills; including verbal and written communication, problem solving, team-work.
- Enthusiasm, and a willingness to learn and contribute to the ONJ team.
- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence.

Desirable but not essential:

- Familiarity with Oncology, Radiotherapy, Trans-Tasman Radiation Oncology Group (TROG) Cancer Research and Austin Health Research processes and procedures is an advantage.
- Further education (post-graduate certification/diploma) in a relevant field.
- Relevant procedural skills: venepuncture and ECG recording, blood and urine processing.
- Where appropriate, provide research support to staff members undertaking low risk research projects

Professional qualifications and registration requirements

- Clinical Trials experience
- Professional Registration (Nursing/Health)
- Bachelor's Degree
- Relevant tertiary qualification in Nursing, Radiation Sciences, Science, Allied Health, Psychology and/or related discipline.
- Clinical Trial Coordination experience, with awareness of ICH-GCP Guidelines and relevant regulatory / statutory guidelines.
- Medical Science

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.