

# Position Description

## Research Nurse Coordinator - Epilepsy Clinical Trial Unit

<b>Classification:</b>	Registered Nurse YU13
<b>Business unit/department:</b>	Neurosciences-Medical and Cancer Services Division
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input checked="" type="checkbox"/> (Melbourne Brain Centre)
<b>Agreement:</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
<b>Employment type:</b>	Fixed-Term Full-Time
<b>Hours per week:</b>	38
<b>Reports to:</b>	Epilepsy Clinical Trials Manager
<b>Direct reports:</b>	N/A
<b>Financial management:</b>	Budget: N/A
<b>Date:</b>	01/06/2026

### Position purpose

The Clinical Trial Epilepsy Research Nurse coordinates all aspects of clinical trials at the Epilepsy Research Centre involving both adult and paediatric patients.

The Epilepsy Research Centre (ERC) Research Nurse will be working with patients with epilepsy who fulfil the criteria to partake in commercially sponsored clinical trials. They will be responsible for screening and enrolling patients into clinical trials, ensuring that the patients complete all scheduled tasks (as stated in the clinical protocols), and monitoring and reporting changes. They are also responsible for the health assessments, undertaking questionnaires for or with the patients and their parents/caregivers and ensuring accurate data acquisition and entry. When undertaking these tasks, they will be required to interpret medical information and escalate to senior nursing staff, the principal investigator or our neurology/epileptology team, as required.

This role requires a nurse with exceptional communication and critical thinking skills. The Research Nurse will work with multiple stakeholders within Austin Health (e.g., radiology, pathology, pharmacy, neurodiagnostic laboratory, theatre) and external to Austin Health (E.g., Clinical Research Organisations, and Commercial Sponsors).

Many of our patient populations have rare genetic conditions, and this role presents a unique opportunity for a registered nurse to develop their knowledge and skills, whilst aiming to improve the

outcomes and quality of life for these vulnerable patient populations.

## About the Directorate/Division/Department

The Medical & Cancer Services Division, part of the Chief Operating Directorate, comprises the following departments:

- Clinical Pharmacology
- Nephrology
- General Medicine
- Paediatrics
- Dermatology
- Oncology
- Haematology
- Palliative Care
- Genetic Services
- Neurosciences
- Endocrinology
- Rheumatology
- Infectious Diseases and Infection Prevention & Control
- Respiratory and Sleep Medicine
- Radiation Oncology
- Day Oncology & Apheresis
- Cancer Clinical Trials
- Wellness & Supportive Care
- Victorian Spinal Cord Service

The Department of Neurosciences is the largest Neurology unit in Victoria. It has established an international reputation in stroke and epilepsy.

Austin Health's Epilepsy Program through the Epilepsy Research Centre is part of the Neuroscience Department within the Medical & Cancer Services Division. The Epilepsy Research Centre is located at the Florey Neuroscience Institute and is one of the premier centres of epilepsy, stroke, multiple sclerosis (MS) & peripheral nerve investigation in Australia. The Epilepsy Research Centre is a world-renowned leader in the field of epilepsy research and treatment.

The Clinical Trials section of the Epilepsy program exists for people with epilepsy as a resource to allow access to experimental treatments for those whose regular treatments have proved unsuccessful, and for health professionals working with patients who have epilepsy. Epilepsy Clinical Trials allows Neurologists in the epilepsy program to learn about new treatments for their patients at Austin Health at a very early phase and to contribute to the development and use of new treatments. This includes unique treatments initiated by the staff of the unit.

Epilepsy Clinical Trials provides new treatments and assessments for hundreds of patients and is actively involved in international and local epilepsy research

## Position responsibilities

- Coordinate and conduct all administrative and clinical aspects of epilepsy trials for patients as per approved trial protocols.
- Responsible for the conduct of clinical trials undertaken by the department.
- Be involved in direct patient care as part of clinical trial activities.
- Participate in education, research tasks and support systems, and be involved in professional leadership in the role.

## Conduct of clinical trials

- Comply with the requirements of the Institutional Ethics Committee regarding the conduct of clinical research according to the "International Conference on Harmonization" (ICH)



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guidelines for Good Clinical Practice (GCP).

- Conduct clinical research in accordance with TGA and the NHMRC National Statement on Ethical Conduct in Research Involving Humans.
- Understand and be familiar with the study protocol.
- Assist as a key member of the epilepsy research team to ensure optimal clinical management of eligible, consenting trial patients (or their parent/caregiver) 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 Epilepsy Clinical Trials under the supervision of the Principal Investigator.
- Assess the suitability of patients referred to for clinical trials according to the protocol inclusion/exclusion criteria under the 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.
- Assist in ensuring adequate assessment, care and follow-up of patients by liaising with treating neurologist and/or principal investigator.
- Follow Austin Health nursing and research policies, processes and guidelines.
- Organise clinical trial start-up meetings. This includes liaison with Investigators, Study Sponsors and Monitors, members of the Human Research Ethics Committee, various other departments and staff.
- Ensure investigators and other personnel involved in the clinical trials process are kept informed about progress, serious adverse events, complications, and tolerance of treatments.
- Maintain effective communication processes with investigators, managers, members of the multidisciplinary team, and other stakeholders to ensure information is appropriately documented and communicated.
- Identify areas of concern, study related issues and act/escalate as appropriate to the manager/Principal Investigator when required.
- Maintain professional working relationships with colleagues, other disciplines and external stakeholders.

#### **Direct Clinical Care:**

- Actively participate with the multidisciplinary team, and in partnership with patient, to plan and adapt care according to their goals of care.
- Communicate with the wider multidisciplinary team as required, ensuring optimum care is achieved for the patient.
- Lead others to develop skills in utilisation and interpretation of assessment information as required by the clinical trial.
- Provide expert clinical knowledge and mentor junior staff members through communication, modelling, and teaching.
- Provide clinical expertise and advocacy to the patient/family in the ongoing management, adaptation, and delivery of goals of care, within scope of practice and trials.
- Identify key priorities to be addressed within complex/unstable situations.
- Recognise scope and limitations of practice and seek advice from other experts where required.



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- Demonstrate clinical reasoning and a comprehensive understanding of abnormal trends and patient conditions in complex situations.
- Escalate abnormal findings and participate in clinical decision making with multidisciplinary team.
- Provide expertise in management of complex situations and generate alternative course of action.
- Lead local continuous quality improvement to ensure care remains safe, contemporary, and effective.

### Education

- Actively engage and contribute to the education and professional development of self and others
- Utilise and maintain professional practice portfolio to plan for future continuing education, professional development and employment goals for self and others.
- Support and lead staff with unit portfolios, utilising data driven approach to practice improvement.
- Demonstrate self-initiative in undertaking further educational opportunities.
- Lead/participate in local networks and forums to share and extend professional knowledge and build collegial support.

### Research

- Demonstrate sound knowledge of research evidence related to area of practice.
- Promote and facilitate evidence-based care in the local area.
- Create, participate and support others in the development of departmental guidelines.
- Identify best practice research to address gaps in the conduct of epilepsy clinical trials.
- Participate in research activity under direction/ supervision.
- Contribute to local research activities including maintaining data integrity and confidentiality.

### Support of Systems

- Support others to understand the Austin Health vision and integrate strategic priorities into practice.
- Support others to understand the National Health and Medical Research Council (NHMRC) guidelines and the implications for practice within the National Clinical Trials Governance Framework.
- Actively participate in role as NSQHSS clinical champion with specified portfolio for local level.
- Contribute to new or revised guidelines or procedures relevant to local clinical area.
- Lead quality improvement initiatives to address identified gaps at the local level.
- Identify practice gaps and implement projects based on clinical audit methodology.
- Understand clinical audit and practice improvement initiatives and results at local level.

### Professional Leadership

- Provide clinical leadership within nursing teams.
- Utilise effective communication and leadership styles with the stakeholders.
- Begin to develop good self-awareness and self-management, and adjust own style in different circumstances.
- Demonstrate good self-awareness and adapt to changing situations



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- Use active listening techniques to explore and understand the views and ideas of others.
- Demonstrate a commitment to deliver sustainable, excellent performance and accountability within the local context.

## Selection criteria

### Essential skills and experience:

- Registered Nurse registered, with the Australian Health Practitioners Regulatory Board of Australia
- Minimum 3 years work experience in clinical nursing
- A patient focused approach to patient care within clinical trials
- A positive approach to ongoing self-education and skill development
- A flexible, innovative team-oriented approach to service delivery
- A positive approach to change and diversity
- Demonstrates relevant clinical experience, or relevant clinical trials experience demonstrating the appropriate competencies and skills for the job in the clinical setting.
- Demonstrate excellent team working skills with ability to work using own initiative.
- Effective communication and interpersonal skills.
- Ability to communicate effectively in both written and verbal form.
- Time management skills/ability to prioritise workload.
- A valid working with children certificate

### Desirable but not essential:

- Previous nursing experience in the field of Epilepsy or in research/clinical trials.
- A sound understanding of information technology including clinical systems, applications relevant, and risk management reporting or as required for the role and/or department.
- Computer skills with adequate knowledge of Microsoft.

## Professional qualifications and registration requirements

- Registered Nurse Division 1 with the Australian Health Practitioners Regulatory Board of Australia (AHPRA) registration
- Degree level education

## 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.



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## 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



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