Position Description

Geriatric Medicine- Research Medical Officer

Classification:	Medical Officer (HM15-HM20)
Business unit/department:	Medical Cognitive Research Unit (MCRU)
Work location:	Heidelberg Repatriation Hospital
Agreement:	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Employment type:	Fixed-Term Full-Time
Hours per week:	38hrs / 1.0FTE
Reports to:	Director, Medical and Cognitive Research Unit
Direct reports:	NIL
Financial management:	Budget: N/A
Date:	July2026

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 Research Medical Officer is responsible for supporting the conduct and delivery of clinical trials within the Medical and Cognitive Research Unit (MCRU). This role encompasses the provision of both direct and indirect clinical care to research participants, including clinical assessments, safety monitoring, protocol-related procedures, and the accurate collection and documentation of clinical trial data.

The Research Medical Officer will ensure that all clinical trial activities are conducted in accordance with the National Health and Medical Research Council (NHMRC) National Statement on Ethical Conduct in Human Research, the International Council for Harmonisation Good Clinical Practice (ICH-GCP) Guidelines, Therapeutic Goods Administration (TGA) requirements, study protocols, and Austin Health policies and procedures.
Working collaboratively with Principal Investigators, Sub-Investigators, research coordinators, nursing staff, and multidisciplinary teams, the Research Medical Officer will contribute to the safe, ethical, and effective delivery of clinical trials. The role requires a commitment to maintaining the highest standards of patient care, participant safety, professionalism, and research integrity.

The Research Medical Officer will also contribute to the development of clinical and translational research within MCRU through involvement in study design, participant recruitment, data interpretation, quality improvement activities, and the dissemination of research findings through presentations, publications, and collaborative research initiatives. The role supports MCRU's strategic objective of advancing evidence-based practice and improving outcomes for patients with cognitive and neurological disorders.

About the Directorate/Division/Department

The Medical and Cognitive Research Unit is based at the Repatriation Hospital Campus of Austin Health and operates within the Continuing Care Division. It is the largest dementia clinical trials centre in the Southern Hemisphere and one of the largest internationally.

MCRU has a well-established and successful record in conducting a broad range of ageing-related clinical trials and research, particularly in neurodegenerative and cognitive disorders. While many studies focus on Alzheimer's disease and have contributed significantly to advancements in the field, the unit is also actively involved in a variety of other research initiatives beyond Alzheimer's disease.

The unit maintains a professional, collaborative, and supportive working environment and is underpinned by a strong multidisciplinary team. MCRU comprises study coordinators, medical investigators, neuropsychologists, administrative staff, and a recruitment officer who work closely to deliver high-quality research outcomes.

Position responsibilities

Role Specific:
Clinical Research

- Coordinate and/or perform all procedures and investigations according to the research protocols under the supervision of the Principal Investigator or if opportunity arises as the Principal Investigator.
- Ensuring that all MCRU requirements for acting as a Medical Officer are met (i.e., GCP training, etc.)
- Supervision of patient accrual, clinical follow-up data collection and assisting data analysis for patients participating in clinical trials
- Liaison with study coordinators and Consultants in above duties
- Provision of high-quality documentation regarding patients participating in MCRU trials
- Attend clinics or other ambulatory care sessions, including those in MCRU, as needed for the purpose of seeing new referrals for trials and review of patients participating in relevant clinical research activities such as ongoing trials.
- Assist as needed other staff responsible for the development and population of relevant databases.
- Facilitate cross-referrals of appropriate patients from external referrals.
- Where appropriate, to develop or assist in development of investigator-initiated research protocols.

Data Management:

- Accurate collection, documentation and archiving of data according to research protocols, regulatory requirements, ICH-GCP, institutional guidelines and unit's standard operating procedure.
- Maintain up-to-date records and information on active trials, including study electronic folders and investigator site files, related paper and/or electronic database, ethics and governance approvals, and all communication and correspondence with internal and external stakeholders.

- Facilitate monitoring of Case Report Forms by Clinical Research Associates (CRAs) and auditors.
- Respond to data queries within expected timeframe and meet date entry and database lock deadlines.
- Develop an understanding of trial related financial considerations, such as travel costs, pharmacy fees, examination fees and costs incurred by related external organisations.
- Develop an understanding of internal and external audits procedure and requirements.

Communication:

- Inform research team, CRAs and appropriate trial personnel of serious adverse events, complication and tolerance of treatment in a timely manner.
- Maintain constant communication with the unit manager and principal investigators regarding trial progress.
- Attend trial related meetings, and relevant unit and hospital-wide meetings.
- Maintain professional working relationships with staff members, and all internal and external stakeholders.

Education:

- Assist in educating and providing relevant information to research participants and their families to enhance their understanding of the aims, expectations and procedures of the trials they are involved in.
- Attend, participate and promote education programs (e.g., conferences, seminars and/or workshops) pertaining to clinical research and relevant fields to develop knowledge base and keep well-informed of current practices and issues in clinical research.

Meetings and Publications

- Attend and present at educational and operational meetings on relevant topics including but not limited to MCRU internal meetings.
- Present relevant protocols to the department when appropriate- e.g. at feasibility stage
- Presentation to local, national or international meetings results of research undertaken and related materials including information on proposed mechanisms of action of the IP.
- Assist or lead in preparation of research and related manuscripts that may be suitable to submit for publication.
- Lead or assist in the preparation of other research- related materials such as SOPs.

Selection criteria

Essential Knowledge and Skills:

- A commitment to Austin Health values: Our actions show we care, we bring our best, together we achieve, and we shape the future.
- A sound understanding of various research guidelines including the ICH-GCP, NHMRC National Statement on Ethical Conduct in Human Research and other relevant legislation and regulatory guidelines.
- Proven ability to build and maintain good working relationships with research participants, various internal and external stakeholders as well as part of a multidisciplinary team.
- Demonstrated ability to prioritise a high-volume workload and working in tight deadlines, preferably gained in a research setting.
- Demonstrated excellence in planning and organisation skills, and attention to detail.
- Proven high level of effective oral and written communication skills.
- Demonstrated ability to work with minimal supervision either independently or as part of a team including problem solving, analytical and time-management skills.

- Demonstrates a commitment to Continuous Quality Improvement and commitment to high quality patient care.
- Demonstrated experience in using computer applications, including the Microsoft Office suite
- Enthusiasm, willingness to learn and contribute to the unit and the research team.

Desirable but not essential:

- Experience with Phase I -V clinical trials.
- Prior experience working in Aged Care

Professional qualifications and registration requirements

- Registered Medical Officer with 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.

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.