

Position Description

Clinical Trials Research Assistant (RA)

Classification:	Grade 1
Business unit/department:	Medical Cognitive Research Unit (MCRU)
Work location:	Heidelberg Repatriation Hospital
Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement 2021-2025
Employment type:	Casual
Hours per week:	variable
Reports to:	MCRU Manager
Direct reports:	Nil
Financial management:	Nil
Date:	29Aug2025

Position purpose

The Research Assistant will play a key role in supporting the MCRU research team by conducting neuropsychological assessments for participants enrolled in clinical dementia trials, along with contributing to other related research activities. The position requires a high standard of professional conduct, strict adherence to patient confidentiality, and strong time management and communication skills.

This opportunity is well-suited to an allied health professional with AHPRA registration—such as a Provisional Psychologist, Neuropsychologist, Psychologist, Occupational Therapist, or Registered Nurse—who is looking to expand their experience in research. It offers a meaningful chance to contribute to innovative dementia research within a collaborative team environment.

The ideal candidate will have extensive experience working with older adults and individuals with dementia, ranging from mild cognitive impairment and early Alzheimer's disease through to moderate and severe stages.

About the Directorate/Division/Department

The Medical and Cognitive Research Unit (MCRU) is located at the Heidelberg Repatriation Hospital Campus of Austin Health and is tiered within the Continuing Care Clinical Service Unit. It is the largest dementia clinical trials centre in the southern hemisphere, and one of the largest in the world.

MCRU has a strong and successful history in conducting numerous clinical trials in various neurodegenerative disorders, with most of the trials focusing on Alzheimer's Disease.

The atmosphere within MCRU is energetic, friendly, and cohesive, with strong teamwork ethic amongst all staff members. The unit comprises of study coordinators, medical investigators, administrative staff, a recruitment officer and neuropsychologists.

Position responsibilities

Role Specific:

Conduct of Clinical Research

- Undertake appropriate clinical trials training to ensure protocol-specific certifications.
- Conduct standardised neuropsychological assessments as required by the protocols.
- Provide accurate data entry and documentation of results.
- Liaise with other research staff regarding clinical visits and trial assessments, as required.
- Liaise with relevant external agencies in relation to the conduct and administration of the assessment, when relevant.
- Attend research-related meetings, and relevant unit and hospital-wide meetings, as required.
- Coordinate and/or perform all procedures and investigations according to the research protocols under the supervision of the Principal Investigator.
- Assess the suitability of potential participants referred for clinical research according to the protocol's inclusion and exclusion criteria under the supervision of the Principal Investigator.
- Report safety information according to the protocol and regulatory guidelines and escalate safety concerns as appropriate.
- Review and identify areas of concerns and act and/or escalate as appropriate.
- Liaise with the unit manager, medical investigators, nursing and ancillary services staff in ensuring adequate assessment, care and follow-up of research participants.
- Comply with the requirement of the local and international regulatory guidelines, ethics committee, and Austin Health nursing and clinical research policies and processes.
- Work within the unit and the research team to cover existing workload.
- Maintain a flexible approach to working hours in order to meet the requirements of the research.

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



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database, ethics and governance approvals, and all communication and correspondence with internal and external stakeholders.

- Respond to data queries within expected timeframe and meet data entry and data base lock deadlines.
- Develop an understanding of trial related financial considerations.
- Develop an understanding of internal and external audits procedure and requirements.

Communication:

- Inform medical investigators, CRAs and appropriate trial personnel of serious adverse events or other relevant information.
- 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 relationship 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.

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. Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Comply with the principals of patient centred care
- 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 Skills and Experience

- Demonstrated commitment to Austin Health values: *We care, We bring our best, Together we achieve, We shape the future.*
- Solid understanding of key research guidelines including ICH-GCP, the NHMRC National Statement on Ethical Conduct in Human Research, and other relevant legislation and regulatory frameworks.



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- Experience working with older adults, including those with Mild Cognitive Impairment (MCI) or Alzheimer's disease.
- Sound knowledge of dementia syndromes and neuropsychological assessment tools.
- Proficiency in administering neuropsychological assessments.
- Strong interpersonal skills with the ability to build and maintain effective relationships with research participants, internal teams, and external stakeholders.
- Excellent planning, organisational skills, and attention to detail.
- High-level written and verbal communication skills.
- Ability to work independently with minimal supervision, as well as collaboratively within a multidisciplinary team.
- Competence in using computer applications, particularly Office 365.
- Enthusiastic, proactive, and eager to contribute to the research team and unit.
- Reliable, punctual, and committed to maintaining a high standard of work.
- Experience working in a clinical trial setting, including use of electronic clinical outcome assessment (eCOA) devices.

Desirable but not essential:

- Willingness to engage in research opportunities where appropriate.
- Strong problem-solving skills and ability to work independently with limited supervision.

Professional qualifications and registration requirements

- AHPRA registration
- A minimum of 3 years post graduate nursing (or previous Grade 3 or above position).

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-centred 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 (pictured below)
- 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 training and 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. 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 people identifying as Aboriginal and/or Torres Strait Islander, neurodiverse, LGBTQIA+, people with disability 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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