

# Position Description

## Urology Research Nurse

<b>Classification:</b>	YW13 – Grade 4A Research
<b>Business unit/department:</b>	Urology- Division of Surgery, Anaesthesia & Procedural Medicine (SAPM)
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
	Choose an item.
	Choose an item.
<b>Employment type:</b>	Fixed-Term Part-Time
<b>Hours per week:</b>	32
<b>Reports to:</b>	Director Urology Research/ Principle Investigator
<b>Direct reports:</b>	NA
<b>Financial management:</b>	NA
<b>Date:</b>	July 2025

### Position purpose

The Urology Unit at Austin Health provides specialist, state-wide care for patients with complex urological conditions. It has a strong focus on clinical innovation, multidisciplinary collaboration, and academic research.

The Urology Research Nurse plays a pivotal role in coordinating clinical trials within the department. This includes recruitment, data collection, trial protocol adherence, and ethics compliance. The role supports both investigator-led and industry-sponsored studies and contributes to improving patient outcomes through evidence-based research and care integration.

### About the Directorate/Division/Department

The Department of Urology is part of the Surgery, Anaesthesia & Procedural Medicine (SAPM) Division and is located on Level 8 of the Harold Stokes Building at the Austin Hospital. Clinical activity occurs

across both the Austin and Heidelberg Repatriation campuses, with key service delivery areas including Ward 6 South ONJ and The Surgery Centre (TSC).

The multidisciplinary Urology team comprises consultant urologists, urology fellows, clinical nurse consultants (CNCs), accredited and unaccredited general surgical registrars, and hospital medical officers (HMOs). The department provides a full range of inpatient and outpatient services including surgical consultations, urodynamics, flexible ureteroscopy, endoscopic and open urological procedures, and advanced robotic-assisted surgery – a capability recently introduced at Austin Health.

In partnership with the Renal Transplant Unit, the department is also integral to Austin Health's live kidney donor program, supporting pre-operative assessments and surgical care.

The department maintains strong academic links with the University of Melbourne and is actively involved in undergraduate and postgraduate medical education. Research is a core focus, with a dedicated team coordinating a growing portfolio of clinical trials across a broad spectrum of urological conditions, including oncology, benign prostatic disease, and surgical innovation. The Urology Research Nurse will work within this team to ensure high-quality trial execution and contribute to the department's reputation for clinical and academic excellence.

## Position responsibilities

### Research;

- Demonstrate in-depth and up-to-date knowledge of clinical trial processes and the translation of urology research into clinical practice.
- Actively participate in the planning, development, and execution of clinical research studies conducted by the Urology Unit, including both single-centre and multi-centre, industry-sponsored and investigator-initiated studies.
- Support the identification and feasibility assessment of potential research protocols, including liaising with sponsors and investigators to determine site suitability.
- Coordinate patient recruitment, screening, and informed consent processes in accordance with study protocols and ethical guidelines.
- Ensure timely, accurate, and complete data collection and entry into trial-specific case report forms (CRFs) and databases, including resolution of data queries and adherence to study timelines.
- Maintain accurate and up-to-date Investigator Site Files (ISFs) and all essential trial documentation in compliance with Good Clinical Practice (GCP) and Austin Health policies.
- Prepare and submit human research ethics and governance applications (initial, amendments, safety reports, annual progress reports) and liaise with the Austin Health Human Research Ethics and Governance Office (HREGO) as required.
- Liaise with external Clinical Trial Coordinators (CTCs), Research Nurses, Research Officers, Contract Research Organisations (CROs), and trial sponsors to ensure effective communication and coordination across trial sites.
- Participate in monitoring visits, audits, and sponsor communications to ensure compliance with



**Our actions  
show we care**



**We bring  
our best**



**Together  
we achieve**



**We shape  
the future**

study protocols and regulatory obligations.

- Attend departmental research meetings, multidisciplinary team meetings, audits, and journal clubs to support integration of research into clinical care.
- Support development of study budgets and contractual arrangements where delegated, in collaboration with the Director of Research, Austin Research Office, and external stakeholders.
- Maintain a flexible and proactive approach to working hours to ensure critical study procedures, including patient visits and data submissions, are completed within protocol-defined windows.
- Drive patient recruitment to meet trial targets and minimise screen failure rates through appropriate patient engagement and trial awareness.
- Ensure study-related education and protocol-specific training are completed and documented prior to site activation and as required throughout the study lifecycle.
- Support the development and implementation of unit-wide research strategies, quality improvement projects, and data management initiatives aligned with divisional goals.

### **Direct Clinical Care;**

- Deliver trial-related care in accordance with protocol and clinical judgment.
- Monitor for and report adverse events and ensure timely escalation where required.
- Collaborate with treating clinicians, nursing, and allied health staff to provide coordinated care.
- Educate patients and families about participation in clinical trials and expected procedures.
- Recognise scope and limitations of practice and seek advice from other experts where required.
- Lead others to develop skills in utilisation and interpretation of assessment information.
- Provide expertise in management of complex situations and generate alternative course of action.

### **Education;**

- Support education and mentoring of clinical and research staff in trial conduct.
- Facilitate staff learning through development of cross discipline relationships and networks.
- Provide mentorship/ coaching of other staff for career development.
- Actively participate in area of expertise by presenting at conferences, forums, Nursing Grand Rounds.
- Utilise and maintain professional practice portfolio to plan for future continuing education, professional development and employment goals for self and others.
- Lead/coordinate local networks and forums to share and extend professional knowledge and build collegial relationships.

### **Support of Systems;**

- Contribute to organisational level strategic planning and drives local strategic plan initiatives.
- Actively promote the Austin Nursing Vision and contribute to the initiatives designed to achieve the vision.
- Lead initiatives aligned to NSQHSS to drive practice improvement for research at the local level
- Contribute to the development of staff skills to identify, plan and implement evidence-based risk prevention strategies.
- Support and lead others to develop and undertake evidence-based quality activities based on clinical audit results.
- Support others to develop insight into practice gaps and guide them to utilise resources/clinical audit findings in local clinical area.



**Our actions  
show we care**



**We bring  
our best**



**Together  
we achieve**



**We shape  
the future**

- Develop others to be skilled in the ability to utilise all Austin Clinical informatics systems.
- Lead staff to adhere to organisational EMR policy and practice.
- Actively contributes to the development and review of policies and practice guidelines in line with their area of clinical expertise.

### **Professional Leadership;**

- Influence nursing clinical leadership and provide advice related to NMBA Decision Making Framework across Austin Health and wider context.
- Demonstrate high levels of self-agility and maintain focus even during times of uncertainty and change.
- Demonstrate a commitment to deliver sustainable, excellent performance and accountability within the local context.
- Establish systems and processes to ensure excellence and accountability in delivery of safe, effective healthcare.
- Practice high-level communication and leadership skills consistently.
- Establish a culture that values and celebrates leadership.
- Create a culture of nursing practice where teamwork, diversity and inclusion are central to delivery of care.

## **Selection criteria**

### **Essential Knowledge and skills:**

- Demonstrated commitment to Austin Health values: Our actions show we care; We bring our best; Together we achieve; We shape the future.
- Registered Nurse (Division 1) with current registration with AHPRA.
- Demonstrated nursing experience and/or interest relevant to clinical research or urological practice, with proven capability in the delivery of safe, evidence-based care.
- Demonstrated understanding of the scope and responsibilities of the Clinical Research Nurse role, including Good Clinical Practice (GCP), trial protocols, and ethics compliance.
- Proven ability to coordinate all aspects of clinical trials including participant recruitment, informed consent, trial procedures, and accurate documentation.
- Proficient in data collection, entry, and query resolution in accordance with protocol timelines and regulatory standards.
- Strong written and verbal communication skills, including the ability to clearly convey complex information to patients, clinicians, and sponsors.
- Excellent time management and organisational skills, with the ability to prioritise tasks and work flexibly in a dynamic research environment.
- Demonstrated initiative, accountability, and ability to work independently while contributing to a collaborative, high-performing research team.
- Excellent interpersonal skills with the ability to build rapport, resolve problems, and navigate complex clinical or research situations.
- Demonstrated capacity to support quality improvement initiatives and change processes within a research or clinical setting.
- Competent in the use of Microsoft Office (Word, Excel, Outlook) and clinical information systems relevant to research coordination.

### **Highly desirable but not essential:**



**Our actions  
show we care**



**We bring  
our best**



**Together  
we achieve**



**We shape  
the future**

- Prior experience in facilitating, developing and delivering a research program
- Previous clinic trial experience.
- Good Clinical Practice (GCP) certification.
- A sound understanding of human ethics and governance structures and processes.
- A sound understanding of information technology including clinical systems and applications relevant to the clinical research reporting or as required for the role and/or department.
- A strong vision and desire to further develop the role.
- Qualification of Masters Degree or other relevant post graduate education desirable

### Professional qualifications and registration requirements

- Registered Nurse (Division 1) currently registered with APHRA

### 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.



**Our actions  
show we care**



**We bring  
our best**



**Together  
we achieve**



**We shape  
the future**

- 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.



Our actions  
show we care



We bring  
our best



Together  
we achieve



We shape  
the future