

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Intensive Care Senior Research Fellow
<b>Award Classification:</b>	Senior Research / Education Fellow (Level C)
<b>Award / Agreement Name:</b>	Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Position Reports to:</b>	Intensive Care Services Clinical Research Manager / Director of Intensive Care Research Clinical Service Director, Intensive Care Services

### EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health, and statewide services to people and communities that are diverse in culture, age, and socio- economic status, population and healthcare needs. *'Being part of Eastern Health is being part of a welcoming team of healthcare experts'* is achieved through Eastern Health's strategic goal of HEALTHIER TOGETHER.



### **1. POSITION PURPOSE**

As a member of the clinical research team, the Intensive Care Senior Research Fellow is responsible for the design, conduct, coordination, and reporting of research studies within the Intensive Care Services. The role ensures research is conducted in accordance with the Therapeutic Goods Administration (TGA) Note for Guidance on Good Clinical Practice and the National Health and Medical Research Council (NHMRC) National Statement on Ethical Conduct in Human Research. The Research Scientist will work collaboratively with multidisciplinary teams to advance clinical research, improve patient outcomes, and contribute to the scientific reputation of Eastern Health.

### **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

- Assist clinical research projects, including protocol development, ethics submissions, study design, and data analysis.
- Assist with search and evaluation of new research opportunities, including liaison with ANZICS CTG, academic partners, and sponsors.
- Assist preparation and submission to Human Research and Ethics Committee applications, amendments, and reports.
- Assist with maintenance of compliance with all regulatory, ethical, and governance requirements.
- Assist supervision of study setup, conduct, and completion in line with protocols, timelines, and recruitment targets.
- Assist education and mentoring of staff (medical, nursing, allied health, and research) involved in research activities.
- Assist in liaising with clinical trial monitors, data managers, contract research organizations, and sponsors.
- Assist coordination and maintenance of accurate records of study supplies, data, and documentation.
- Assist presentation and publication of research findings locally, nationally, and internationally.
- Contribute to the development of annual research reports and strategic planning for the research program.
- Promote the vision and goals of Eastern Health and Intensive Care Services.
- Participate in quality improvement, risk management, and ongoing professional development activities.
- Assist with effective communication with investigators, participants, and multidisciplinary teams.
- Assist with planning and advocacy for Intensive Care research
- Work in collaboration and support EH ICU Data Analyst.
- Gain knowledge and understanding of clinical and operational data sources relevant to clinical research, e.g. ANZICS and other clinical registries, electronic medical record system, inpatient flow manager system, data warehouse, DAIS reports and systems.
- Assist and support mechanisms to streamline data acquisition and safe secure storage for research purposes.
- Assist analytic techniques and clinical statistics to improve interpretation and presentation of results for clinical and research purposes.
- Ensure privacy, confidentiality, and ethical handling of all research data and biological samples.
- Undertake regular professional development, including Good Clinical Practice certification.
- Encourage and support training and education of ICU staff to undertake clinical research.

### **3. SAFE PRACTICE AND ENVIRONMENT**

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#).

### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

## **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

## **5. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

## **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

## **7. EQUAL EMPLOYMENT OPPORTUNITY**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour, and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

### **Our commitment to Diversity, Equity & Inclusion**

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#).

## 8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

## 10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

## 11. NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to employment.*

Signed: \_\_\_\_\_

Date: 24 / 10 / 2025

Dr John F Dyett, Clinical Service Director, Intensive Care Services

INCUMBENT STATEMENT

I \_\_\_\_\_ (*Incumbent Name*) have read, understood and accepted the above Position Description and associated Attachments.

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## ATTACHMENT 1

### KEY SELECTION CRITERIA

<b>Position Title:</b>	Intensive Care Senior Research Fellow
<b>Award Classification:</b>	Senior Research / Education Fellow (Level C)
<b>Award / Agreement Name:</b>	Public Health Sector (Medical Scientists, Pharmacists & Psychologists) Multi-enterprise Agreement 2021-2025
<b>Position Reports to:</b>	Intensive Care Services Clinical Research Manager / Director of Intensive Care Research

#### Essential

- Postgraduate qualification (PhD or equivalent) in a relevant scientific or health discipline (e.g., biomedical science, clinical research, epidemiology, or related field).
- Demonstrated experience in clinical research, preferably in intensive care or acute care settings.
- Experience in protocol development, ethics submissions, and research governance.
- Advanced skills in data management, statistical analysis, and scientific writing.
- Excellent interpersonal and communication skills, with the ability to collaborate across disciplines.
- Strong planning, organization, and project management skills.
- Demonstrated ability to work independently and as part of a multidisciplinary team.
- Commitment to ongoing professional development and research excellence.
- Thorough understanding of Good Clinical Practice (GCP), NHMRC guidelines, and relevant legislation (Privacy Act, Health Records Act, etc.).
- Experience with research databases (e.g., REDCap), data analysis software, and digital tools for research management.
- Knowledge of the structure and function of intensive care units and the roles of staff, patients, and families.
- Ability to critically review and improve research processes and procedures.
- Understanding of the requirements for site selection, initiation, and monitoring visits.

#### Desirable

- Demonstrates Eastern Health values: Patients First, Kindness, Respect, Excellence, Agility, Humility.
- Promotes a supportive and engaged team environment.
- Commits to providing a safe and inclusive environment for all.
- Respectful, collaborative, and kind.

#### Aboriginal & Torres Strait Islander Candidates

*Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.*

*An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au)*