

## POSITION DESCRIPTION

<b>Position Title:</b>	Research Nurse
<b>Award Classification:</b>	Registered Nurse Grade 3B
<b>Award / Agreement Name:</b>	Nurses (Victorian Public Health Sector) Award 2000 and Nurses (Victorian Public Health Sector) Multiple Business Agreement 2024-2028
<b>Position Reports to:</b>	Refer to Attachment 3

### 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



## 1. POSITION PURPOSE

The responsibilities of the position are to manage efficiently and effectively the research activities associated with the Department of Anaesthesia's involvement in a number of current clinical trials, to ensure a high quality service that meets the needs of clients and patients, adherence to legislative responsibilities and maintenance of a safe working environment.

## 2. MAJOR DUTIES AND/OR RESPONSIBILITIES

### 3.1 Leadership

**3.1.1 Strategic Service Development:** Work collaboratively with all departments to develop the systems, processes and projects required to ensure efficient, effective and responsive operation of the allocated work Unit in line with the organisation's strategic direction. The role requires the individual to demonstrate excellent leadership and management competencies, and have a sound knowledge of the clinical functions of the specialty to ensure the maintenance of clinical standards and optimal patient outcomes.

**3.1.2 Financial Accountability:** Accountable for the financial management of the designated cost centre in line with agreed budgetary parameters and performance targets.

**3.1.3 Compliance:** Accountable for ensuring personal and Unit compliance with relevant Acts, Agreements and Eastern Health Directions, Policies, Procedures and Staff Handbook and Code of Conduct.

**3.1.4 Customer Service:** Treat all patients, clients, residents, visitors and staff in a courteous and non-discriminatory manner. Provide an efficient and customer focussed service.

**3.1.5 Administration:** Ensure that all administrative functions are completed within the mandates of the position.

### 3.2 Nursing Practice

**3.2.1 Clinical Practice:** Ensure that all practice within the designated Unit is within the philosophy, intent, and standards prescribed by Australian Nursing and Midwifery Council (ANMC), National Competencies for Registered and Enrolled Nurses, ANMC Code of Ethics for Nurses in Australia, ANMC Code of Professional Conduct for Nurses in Australia, and Nurses Board of Victoria (1993) guidelines. Provide expert resources to clinicians. Demonstrate and maintain an awareness of patient service delivery and the interface between inpatient and community requirements.

**3.2.2 Governance:** Accept accountability for the outcomes of clinical nursing practices of the Unit and for addressing practices that are not consistent with policies, procedures and evidenced based research.

**3.2.3 Care Continuum:** Ensure entry and exit strategies meet the needs of the community and the organisation. Make recommendations to the relevant stakeholders to facilitate service/system improvements.

### 3.3 Human Resource Management

**3.3.1 Workplace Management:** Manage staff recruitment, retention strategies and discipline for the assigned work Unit in accordance with Eastern Health policies and professional standards. Manage work practices in accordance with award agreements and entitlements. Ensure staff are able to work in a non-discriminatory and harassment free environment.

**3.3.2 Workforce Development:** Ensure all clinical staff have active performance development plans that are reviewed at least annually. Ensure that all clinical staff are measured against and comply with the specific competencies that may be prescribed from time to time by the Eastern Health Nursing Executive Council.

### **3.4 Research, Education and Improving Performance**

**3.4.1 Continuous Improvement:** Monitor standards of service and practice through the Eastern Health Quality Framework and ensure that interventions are designed and implemented to address areas which fail to meet standards.

**3.4.2 Training:** Ensure staff compliance with training requirements specified by Eastern Health and that accurate documentation to provide evidence of this training is maintained.

**3.4.3 Education and Research:** Promote research and critical analysis in order to ensure service and nursing practice benchmarks are achieved. Facilitate and participate in the delivery of models of education to Unit staff and students. Share knowledge and contribute to the development of nursing practice through both formal presentations and informal discussions at local, state, national and international professional forums.

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

### **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 centered 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.

## 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
- Attachment 2 Key Result Areas /Key Performance Indicators
- Attachment 3 Eastern Health /Department Information

## 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.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

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

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

Manager

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>	Research Nurse
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#### Essential

- Registered Nurse, Division 1 [General] Nurses Board of Victoria.
- Post - Graduate Qualification in Nursing or equivalent
- Experience in the handling and storage of patient samples (including plasma and urine samples)
- At least five years clinical experience
- Completion of Good Clinical Practice (GCP) in Research.
- Customer focused approach to research
- Demonstrated knowledge of professional standards
- Knowledge of legal and ethical requirements
- Demonstrated leadership ability
- Commitment to assist with orientation and education of new staff
- Demonstrated ability to work within a multidisciplinary team
- Demonstrated ability to problem solve
- Commitment to quality, best practice and environmental safety
- Ability to manage projects
- Ability to communicate effectively in both written and verbal form
- Advanced interpersonal skills
- Analytical skills
- Computer and database management skills
- Flexibility in working hours

#### Desirable

- Previous experience in the management of single centre and/or multi-centre clinical trials.

#### 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)*

## ATTACHMENT 2

### Key Result Areas /Key Performance Indicators / Responsibilities

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- The incumbent has responsibility for coordination of patient recruitment and interviews, including screening assessment of suitability for the research study; review of written and verbal information about the study; collection and management of clinical trial data and specimen collection methods; management of records, programs and resources; and maintenance of the clinical databases and case record forms.
- The incumbent will liaise with physicians and nursing staff of the hospitals as well as pharmaceutical companies and para-medical personnel.

### Management and coordination of allocated Clinical Trials

- Advise the PI of the design of data collection forms, patient consent forms and information sheets;
- Review and make changes to the consent form as required, in conjunction with pharmaceutical company representatives to ensure that patients are fully informed in plain English about the risks and responsibilities of participating in clinical trials;
- Provide information for the submission of prospective clinical trials for Ethics Committee (EC) consideration and ensure the EC are updated on all trial developments, including serious adverse events, protocol amendments and annual reports;
- Liaise with various laboratories and diagnostic facilities both internal and external to the hospital regarding provision of data or services required by various studies;
- Ensure measuring instruments are sound and consistent;
- Undertake interviews with patients to assess their suitability for inclusion in the research study, advise of the aims of the study, and instruct them in the study methods e.g. medication regimes including self-injections and importance of study appointments and procedures;
- Coordinate all trial procedures, trial visits, education of the patient regarding their condition and trial medication as appropriate, and refer on for further clinical management as required;
- Ensure that all studies are conducted strictly according to study protocols and legal and regulatory bodies such as Good Clinical Practice (GCP), the International Conference of Harmonization (ICH) guidelines, VMIA (Victorian Medical Insurance Authority) and APMA guidelines;
- Advise relevant staff on adherence to specific trial protocols;

- Maintain ongoing liaison with pharmaceutical and sponsor representatives on a large range of trial protocol requirements e.g. developmental issues, ongoing issues or clarifications, and monitoring discussions on specific study protocols. Arrange audit and monitoring visits;
- Collect, view, record and follow up diagnostic test results as required;
- Demonstrate and practice safe knowledge of aseptic technique and universal precautions when dealing with patient samples such as blood, faeces and urine;
- Participate in quality assurance activities as required;
- Communicate and liaise in a collegiate manner with representatives of the sponsoring companies, hospital medical, nursing, pathology and clerical departments as necessary

### **Contributions to the team**

- All staff have a responsibility to ensure that the work is evenly distributed as much as is practicable;
- Attend regular meetings with the Principal Investigator to monitor expenditure of research funds, logistics of staffing needs, and inter/intra-departmental issues which may conflict;
- Support Eastern Health Anaesthetic Research Group in development of administrative policies and implementation of unit strategies;
- Be willing to work between Eastern Health sites as needed;
- Maintain accurate documentation. This requires attention to detail and strict compliance with study procedures;
- Improve upon methods of data collection and verification to ensure the maintenance of high scientific standards;
- Attend to all requirements of the role without need for close supervision;
- Show initiative and sound decision making in prioritising work load to accomplish given tasks and to provide support for other staff members;
- Attend regular meetings with senior medical staff regarding the progress of trials at regular intervals;
- Organise and coordinate interdepartmental and community information meetings;
- Participate in activities of the unit as required.
- Promote the vision and goals of Eastern Health and the Department of Anaesthesia.
- Abide by Eastern Health corporate policies and practices as varied from time to time.
- Participate in Eastern Health performance appraisal program as required.
- Undertake not to reveal to any person or entity any confidential information relating to patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of the hospital without prior authority of the Chief Executive Officer.



## ATTACHMENT 3

### Eastern Health/Department/Specialty Information & additional position requirements

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<b>Position Reports to:</b>	<b>Professional:</b> Director of Nursing Services
	<b>Operational:</b> Clinical Director of Anaesthesia

  

<b>Department / Specialty Area</b>	Department of Anaesthesia
<b>Campus / Physical Location</b>	Box Hill and Maroondah Hospitals

### SPECIALTY SPECIFIC INFORMATION

#### Organisational Context

Eastern Health provides a range of services which include acute services, mental health services, aged care services (including residential care), short term rehabilitation, respite care, community based programs and palliative care, both on an inpatient and outpatient basis. These services and programs are supported by staff that possesses an unparalleled commitment to patient care as well as teaching and research.

#### Local Work Environment

The Department of Anaesthesia at Eastern Health provides a wide range of services related to both perioperative patient care and pain services, as well as supporting other departments as required. In recent years, the Department has expanded its research program including involvement in some large multicentre trials. The research nurse provides support, advice and education to patients and Hospital Health Professionals, and Community Clients and Community Personnel. This position involves the efficient organisation of research, including managerial responsibilities relevant to the smooth running of the service, including coordinating referrals and maintaining statistical data relating to the activities of the program to demonstrate outcomes. Working as member of a multidisciplinary team is vital as the CNC is an effective communicator who is capable of building and sustaining positive working relationships with staff and Health Professionals at all levels within the Organisation and establishing a rapport with personnel external to the Organisation.