POSITION DESCRIPTION

Position Title:	Junior Endocrinology Trial Coordinator
Business Unit/Department:	Renal Endocrinology Research Unit
Division:	Western Health at Home
Award/Agreement:	Medical Scientists, Pharmacists & Psychologists (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Medical Scientist: Grade 1 – Year 1 to Year 7 (RX1 to RX7)
Reports To:	Principal Investigator, Renal Endocrine Trials Manager
Direct Reports:	N/A
Date Prepared/Updated:	19 December 2025

Position Purpose

The Junior Endocrinology Trial Coordinator (JETC) will be responsible for efficiently and effectively coordinating delegated clinical research activities and workload within the endocrinology and maternity unit with the assistance of senior staff. They will ensure a high quality service is delivered that meets the needs of clients and patients, and adheres to current legislation. They will ensure all studies are conducted in an ethical, scientific, and legal manner and foster an environment that encourages and supports clinical research.

The successful applicant will employ an innovative and flexible approach to research coordination. They will ensure that the following occurs: successful study start up, successful participant recruitment and successful study completion; that human ethics & governance submissions, annual reports, and amendments are submitted in an accurate and timely manner. The JETC will maintain an accurate record of study supply orders, receipts, usage and to minimise wastage as required and also for ensuring trials are managed within allocated funding. They will also accurately record financial activities associated with their delegated trials. The JETC will facilitate appropriate communications with other study coordinators and consultants and other key staff required to support endocrinology trials activities including contribution to departmental newsletters and research meetings.

Business Unit Overview

The Renal Endocrinology Research Unit at Western Health is made up of a vibrant team of specialists, nursing staff and allied health staff. The Departments places emphasis on providing quality care, research and innovation in service delivery.

The Endocrinology Research Department conducts research studies with a current strong focus in areas of Renal, endocrinology, obstetrics endocrinology and diabetes. There is planned expansion into other clinical areas as the Unit further develops.

The research falls into four main categories;

- Investigator initiated trials
- Industry sponsored trials
- Quality Assurance activities
- High risk human ethics projects

Key Responsibilities

- Ensure allocated research activity is conducted in an ethical, scientific and legal manner, whilst maintaining a safe working environment within the team
- Generate and participate in the presentation of study progress reports and findings to team members and other health professionals locally, interstate and internationally as required
- Employ an innovative and flexible approach within the research team
- Promote open lines of communication
- Actively seek feedback from key stakeholders
- Apply conflict resolution skills when dealing with problems involving all levels of employees, patients and their significant others and the public
- Coordinate the conduct of clinical research trials in collaboration with other health professionals and other organisations/people as appropriate
- Share knowledge of research, education and clinical practice issues and knowledge gained from participation in seminars and conferences
- Participate in research meetings and conferences as required and attend relevant educational and investigator meetings
- Seek out new clinical trials and liaise with sponsors of the new trial to ensure the success of the site in joining the new study
- Attain a thorough understanding of allocated clinical trial protocols
- Assist in the set-up, conduct and complete clinical trials in line with relevant guidelines, trial protocol, timelines and targets for recruitment
- Screen hospital patients for eligibility for clinical trials and maintain a screening log when required by the study protocol
- Ensure appropriate consent is obtained from patients and / or their next of kin and maintain accurate and complete records of consent obtained by self and other colleagues in the unit
- Ensure accurate and timely completion of paper or electronic case reports and other study documentation such as patient follow-ups and laboratory investigations
- Assist in educating employees (nursing, medical and allied health) from all departments involved in the running of studies
- Liaise with clinical trial monitors, data managers, research contract organisations.
- Liaise with other health professionals within the hospital in the conduct of trials if required (such as pharmacy, laboratories, health information department, other wards)
- Provide education support regarding relevant rules and protocols relating to research, for example Therapeutics Goods Administration, Good Clinical Practice, the National Statement on Ethical Conduct in Research Involving Humans, the Declaration of Helsinki, Victorian and Australian Privacy Laws and local Human Research Ethics Committee requirements
- Assist in presenting and publishing in appropriate professional conferences and journals and remain informed of the current literature
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement
- Assist in preparing hospital Ethics Committee submissions and reports in line with required timelines
- Maintain an accurate record of study supply orders, receipts, inspection, distribution, usage and wastage as required
- Assist in ensuring trials are managed within allocated funding
- Perform other duties as required

In addition to the key responsibilities specific to your role, you are required to deliver on the Key Organisational Accountabilities which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Patients
- Co-Directors of Renal Endocrinology research
- Head and Deputy Head of Renal, Endocrinology and Diabetes Unit
- Associate investigators
- Human Research Ethics Committee
- Western Health Governance Office
- Nursing, medical and allied health staff
- Pharmacy
- Pathology
- Laboratories
- Health information department
- Quality Managers
- Operations Manager

External:

- Research contract organisations
- Community Health Care providers

Selection Criteria

Essential:

- Master's level Science qualification
- Previous clinical trial experience (minimum of 1 year)
- Demonstrated knowledge of professional standards for human research as well as legal and ethical requirements
- Demonstrated capacity to work as part of a team
- Commitment to quality, best practice and environmental safety
- Demonstrated ability to manage competing priorities
- Ability to communicate effectively in both written and verbal form
- Computer literacy in Microsoft Office suite
- Advanced interpersonal, problem solving and analytical skills

Desirable:

- Up to date GCP training
- Up to date IATA training

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health

- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____