POSITION DESCRIPTION

Position Title:	Clinical Trial Liaison Nurse - Cancer Services
Business Unit/Department:	Cancer Services-Cancer Research
Division:	Aged, Cancer and Continuing Care Services
Award/Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Research Nurse Level 2 (QRED1)
Reports To:	Cancer Research Nurse Manager
Direct Reports:	NA
Date Prepared/Updated	20 January 2025

Position Purpose

As a member of the health care team, the Clinical Trial Liaison Nurse (CTLN) manages efficiently and effectively the research activities of the unit to ensure a high quality service that meets the needs of clients and patients, adheres to legislative responsibilities, and maintains a safe working environment. The CTLN-ensures in-house studies are conducted in an ethical, scientific and legal manner and encourages and supports nursing and junior investigator's research.

The Clinical Trial Liaison Nurse will act as a liaison between ambulatory cancer services staff and Oncology clinical trial staff. This role will assist with the care of clinical trial patients in the chemo day ward, especially in the delivery of direct and indirect care of trial patients receiving new intravenous trial medication with a particular focus on early phase trial drugs. The CTLN will implement trial protocols within the ambulatory cancer service.

Business Unit Overview

The Division of Cancer, Cardiology and Specialty Medicine provides a comprehensive suite of inpatient, clinic, and community-based care and includes the following services:

- Cardiology
- Cancer Services
- Specialty Medicine - which includes Respiratory and Sleep Disorders, Infectious Diseases, Dermatology, Neurology and Stroke, and Rheumatology.

The Divisional Director and Clinical Services Director provide leadership and management for these services and contribute to the development of these services at Western Health as directed within business plans. The Division is committed to innovation and the development of services and treatment groups across Western Health to ensure Best Care for the community of Western Melbourne

Key Responsibilities

Trial coordination

- Assist with set up, conduct and completion of clinical trials in line with relevant guidelines, & trial protocols
- Ensure safety of clinical trial participants is at the forefront of all clinical trial activities and risks and adverse events are reported promptly and appropriately
- Ensure that the patients of Western Health have access to equitable and appropriate clinical trials
- Provide consistent and appropriate leadership and supervision to nursing employees and junior investigators
- Employ an innovative and flexible approach to trial patient management
- Assist in the screening of hospital patients for eligibility for clinical trials
- Manage all allocated clinical trials in collaboration with research staff and other health professionals and organisations/departments as appropriate; in particular:
    - Attain a thorough understanding of nominated clinical trial protocols
    - Assess new trial protocols and trial drugs in regards to the chemo day ward protocols and procedures
    - Educate chemo day ward staff about new trial protocols, procedures and trial drugs
    - Liaise with other health professionals within the hospital regarding the administration of the trial protocol and trial drugs in regards to the chemo day ward
    - Administer new trial drugs in chemo day ward with special emphasis on first and second doses of trial drug and phase 1 trial medication
    - Assist with the collection, processing and shipping of trial samples
    - Organise all relevant trial documentation in regards to the chemo day ward including nursing care plans, trial summaries and other relevant information
    - Ensure all trial related procedures in chemo day ward are documented appropriately
    - Patient scheduling
- Perform other duties as required

Education and Communication

- Ensure trial participants and their carers are fully informed of all clinical trial activities and are involved in decision making about their care
- Generate and participate in the presentation of study progress reports and findings to cancer services unit staff as required.
- Attend unit research meeting and daily day oncology handovers
- Promote open lines of communication and encourage regular meetings with research team members
- Actively seek feedback from key stakeholders on your own performance
- Apply conflict resolution skills when dealing with problems involving all levels of employees, patients and their significant others and the public
- Attend relevant educational and investigator meetings
- Share knowledge of research, education and clinical practice issues and knowledge gained from participation in seminars and conferences
- Educate employees (nursing, medical and allied health) from all departments involved in the running of studies
- Liaise with other health professionals within the hospital in the conduct of trials if required (such as pharmacy; laboratories and other wards)
- Ensure all mandatory oncology research competencies and training is up to date (inclusive of current GCP; Handling of Dangerous Goods Certificates, EVIQ Chemotherapy modules and trial specific protocol and pathology)
- Participate and contribute to the improvement of policies, procedures and protocols and identify areas of improvement
- Enhance the research profile of Western Health

Data Management

- Ensure accurate and timely completion of relevant study documentation such as laboratory forms, trial drug administration forms and patient data sheets
- Assist in a timely manner with the resolution of data queries in particular queries relating to trial drug administration and trial laboratory samples
- Maintain an accurate record of study supply orders, receipts, inspection, distribution, usage and wastage as required
- Assist to ensure all allocated trials are “audit ready” and participate in any relevant external audits

Regulatory Requirements

- Ensure all research activity is conducted in an ethical, scientific and legal manner, whilst maintaining a safe working environment for all parties
- Provide education support regarding relevant rules and protocols relating to research, for example Therapeutics Goods Administration, Good Clinical Practice (GCP), 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
- Ensure Clinical trials are conducted under relevant legal frameworks including International Conference on Harmonisation(ICH) GCP and other relevant generally accepted standards of GCP

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 and their carers
- Oncology Research Nurses
- Trial Investigators
- Research Fellow
- Ambulatory Cancer Care Nurses & Staff
- Oncology/Haematology Inpatient Ward staff
- Clinical Trials Pharmacist
- Satellite Pharmacy Staff
- Nursing, medical and allied health staff
- Pharmacy staff
- Pathology
- Radiology

External:

- Clinical Trial Sponsors and their representatives
- Cancer Trials Australia
- External Pathology and Diagnostic Imaging providers
- External Health Care providers
- Community Health Care Providers
- Regulatory authorities and their representatives

Selection Criteria

Essential

- Successful completion of a Bachelor of Nursing/Midwifery qualification or equivalent
- Registered Nurse, Division 1 Australian Health Practitioners Regulation Agency (AHPRA)
- Minimum of 3 years nursing experience
- Minimum of 2 years post graduate experience in Medical Oncology and/or haematology or relevant experience demonstrating the appropriate competencies and skills for the job and clinical setting
- Chemotherapy and IV cannulation competencies, Completion of EVI-Q chemotherapy administration and Extravasation modules
- Excellent clinical skills
- Excellent verbal communication skills and good written communication skills
- Demonstrated capacity to work autonomously and as a member of a multidisciplinary team
- Effective organisational skills, with respect to time management and delegation
- Effective interpersonal skills
- Commitment to quality, best practice and environmental safety
- Demonstrated ability to problem solve and manage projects

- Strong time management skills and ability to prioritise workloads
- Demonstrated evidence of undertaking professional development activities to maintain and enhance nursing/midwifery expertise
- Commitment to high quality, safe and person centred patient care
- Customer focused approach to research
- Demonstrated knowledge of professional standards
- Demonstrated leadership ability
- Commitment to quality, best practice and environmental safety
- Proven computer literacy

Desirable

- Post-Graduate Qualification in Oncology Nursing; or equivalent or working towards same
- Recent Chemo Day Ward experience
- Knowledge of patient management systems like EMR, iPM and Bookwise

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
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, 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
- 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
- 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: Click here to enter the Employee's name.

Employee's Signature: _____ Date: Click here to enter a date.