

POSITION DESCRIPTION

Position Title:	Data and Research Nurse Coordinator
Business Unit/Department:	Newborn Services
Division:	Women's & Children's
Award/Agreement:	Nurses and Midwives (Vic Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	YU13 – Level 2 Research Nurse/Midwife
Reports To:	Operational: Operations Manager - Paediatric & Newborn Services Professional: Director of Nursing and Midwifery.
Direct Reports:	N/A
Date Prepared/Updated:	2 February 2026

Position Purpose

The Data and Research Nurse Coordinator – Newborn Services is a senior research and data coordination role responsible for the effective management, governance and coordination of clinical research activities and neonatal data within Joan Kirner Women's and Children's Newborn Services.

The role ensures that all research and data activities are conducted in an ethical, scientific and compliant manner, supporting high quality, evidence-based, family-centred neonatal care. The position fosters a culture that encourages and supports clinical research, quality improvement and data driven decision making across Newborn Services.

The Data and Research Nurse Coordinator is responsible for the comprehensive collection, management, integrity and reporting of neonatal data for all babies admitted to Newborn Services, including mandatory reporting to the Australian and New Zealand Neonatal Network (ANZNN). The role also contributes to the development, maintenance and optimisation of neonatal data systems and databases.

Working collaboratively with clinicians, operational leaders, researchers, governance teams and ICT, this role bridges clinical practice, research governance and health information management to support service improvement, research capability and organisational priorities.

Business Unit Overview

The Division of Women's & Children's Services at Western Health is responsible for the provision of inpatient and ambulatory care across Maternity, Women's Health, Neonatal and Paediatric Services. The Division provides both elective and emergency care and aims to ensure the provision of safe, coordinated, person-centred and right care through a consistent, multidisciplinary partnership approach.

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Women's & Children's Services provides care across several sites within the Western catchment, predominantly at Sunshine, but also at Sunbury, Bacchus Marsh, Melton and within the community. The service collaborates across multiple divisions within Western Health and partners with external health services and community services to ensure Best Care.

The Neonatal Unit has physical capacity for 39 cots, with current state funding supporting 36 cots distributed with 18 NICU/HDU cots and 18 SCN cots.

Key Responsibilities



Leadership

- Model behaviours and actions outlined in the Western Health vision for best care.
- Ensure all research activity is conducted in an ethical, scientific and legal manner, whilst maintaining a safe working environment for all parties.
- Provide consistent and appropriate leadership to nursing employees and junior investigators.
- Employ an innovative and flexible approach to research management.
- Apply conflict resolution skills when dealing with problems involving all levels of employees, consumers and their significant others and the public.
- Ensure relationships with colleagues and consumers are professional and ethical and that cultural differences are respected.
- Work collaboratively to achieve desired outcomes for the organisation.
- Identify factors influencing the successful conduct of trials and be able to resolve or seek other input to minimise or overcome identified problems.
- Work within and towards the Nursing and Midwifery workforce plan.
- Develop a culture that embraces real time electronic documentation.
- Troubleshoot problems in a timely manner.



Research

- Promote open lines of communication and participate in regular research meetings.
- Participate in presenting and publishing in appropriate professional conferences and journals and remain informed of the current literature.
- Enhance research and data profile of Western Health.
- Perform quality control activities including retrospective audit/comparison of paper and electronic documentation etc.
- Report data entry quality issues back to staff and provide targeted training as required.
- Ensure that all mandatory ANZNN data is documented accurately and liaise with other neonatal units to obtain required data.
- In collaboration with ICT staff, maintain picklists and other forms/screens to ensure ongoing relevance and appropriateness.



Evidence Based Practice

- Using evidence-based practice, participate in evaluation of data collection and identification of trends in information.
- Ensure all research activity is conducted in an ethical, scientific and legal manner, whilst maintaining a safe working environment for all parties.
- Ensure clinical trials are conducted under the relevant legal frameworks including International Conference on Harmonisation (ICH), Good Clinical Practice (GCP) and other relevant generally accepted standards of GCP.
- Ensure all discussions with consumers are approached in a respectful way which maintains confidentiality at all times and ensure optimum risk management is maintained.

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- Actively engage and recruit stakeholders for effective project planning, implementation and evaluation, taking into consideration the wider breadth of potential stakeholders available.
- Ensure safety of clinical trials participants is always maintained, and risks and adverse events are reported promptly and appropriately to relevant authorities.
- Maintain confidentiality of trial participants and sponsor requirements.
- Be familiar with local and organisational policies, procedures and guidelines.
- Participate in new initiatives to enhance patient and consumer outcomes and experience.
- Identifies opportunities for process redesign and to support staff in the implementation of new methods of data collection.
- Be aware of Western Health's Strategic Priorities, and ensure activities align with these priorities
- In collaboration with clinicians, other clinical areas, the Western Health Performance Unit and ANZNN establish the content required for regular reports.
- Prepare regular reports regarding activity.
- Prepare ad-hoc reports in a timely manner, to meet the specifications of clinical staff and Directors. Assist in the analysis of reports where possible, including explaining any data definitions and limitations



Education & Learning

- Generate and participate in the presentation of study progress reports and findings to unit employees and other health professionals locally, interstate and internationally as required.
- Share knowledge of research, education and clinical practice issues and knowledge gained from participation in seminars and conferences.
- Educate employees (nursing/midwifery, medical and allied health) from departments involved in the running of studies
- Liaise with other health professionals or affiliated service providers (e.g. Pathology, pharmacy, radiology) in the conduct of trials.
- Provide education support regarding relevant rules and protocols relating to research. For example, Therapeutics Goods Administration, 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
- Maintains and updates own professional development portfolio to demonstrate an ongoing commitment to learning and best practice.



Clinical Expertise

- Manage and coordinate the conduct of clinical research trials in collaboration with other health professionals and other organisations/people as appropriate
- Maintain clear and effective communication processes with trial participants, carers, investigators, sponsors and other members of the multidisciplinary team
- Attain a thorough understanding of nominated clinical trial protocols
- Screen hospital consumers for eligibility for clinical trials and data requirements for required reporting (e.g. ANZNN eligibility)
- Ensure appropriate consent is obtained from consumers and/or their next of kin and maintain accurate and complete records of consent obtained by self and other colleagues in the unit
- Ensure clinical trial equipment is being used appropriately, well maintained and any recording logs are stored and distributed appropriately
- Ensure data and data query resolution follows data management plan and timelines
- Prepare for and comply with monitoring/audit activities internally and externally as required to meet the regulatory and scientific requirements
- Understanding of the neonatal clinical care and the NICU environment

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.

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Key Working Relationships
<p>Internal:</p> <ul style="list-style-type: none"> • Head of Unit – Newborn Services • Operations Manager – Newborn and Paediatrics • Nurse Unit Manager – Newborn Services • Senior members of the Newborn Services team • Newborn Services Consultants • Director of Nursing & Midwifery • ICT <p>External:</p> <ul style="list-style-type: none"> • Data managers and Audit officers in other organisations
Selection Criteria
<p>Essential</p> <ul style="list-style-type: none"> • Current registration as a Registered Nurse or Midwife with AHPRA • Clinical experience working in neonatal care • Demonstrated knowledge and skills in the systems and processes that support patient access and flow • IT skills, including extensive experience using Microsoft Office suite and clinical information systems (e.g. Patient Management System, Electronic Medical Record, Clinical Results viewers etc.) • Demonstrated ability to work effectively in a team and assist other team members as requires, and at the same time be self-directed and motivated • Proven experience in consulting and collaborating with others to deliver project outcomes • An ability to analyse work processes, striving for improvements that minimise waste and maximise efficiency • Demonstrate effective organisational skills and time management • Demonstrate well developed written and verbal communication skills • Have highly developed interpersonal skills • Demonstrated ability, interest and commitment to participate in audit, quality control and quality improvement activities. • Understanding of relevant policy / standards in NBS including the ANZNN reporting requirements • A broad knowledge of contemporary issues and trends in health information management.
Additional Requirements
<p>All employees are required to:</p> <ul style="list-style-type: none"> • 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

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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

- 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 and 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: [Click here to enter the Employee's name.](#)

Employee's Signature: _____ Date: [Click here to enter a date.](#)

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