

POSITION DESCRIPTION

Position Title:	Orthopaedic Research Nurse
Business Unit/Department:	Orthopaedics
Division:	Surgery, Endoscopy and Anaesthesia
Award/Agreement:	Nurses and Midwives (Vic Public Sector) (Single Interest Employers) EA 2020-2024
Classification:	YX 13 Research Nurse Level 3
Reports To:	Head of Unit, Orthopaedics (operational) Director of Nursing (professional)
Direct Reports:	No direct reports
Date Prepared/Updated:	8 April 2025

Position Purpose
<p>The Western Health Orthopaedic Unit seeks to welcome an experienced and motivated Research Nurse to join their research team. The Research Nurse will play a key role in the site co-ordination of orthopaedic clinical trials including a multisite trial that examines the effect of an injectable weight loss intervention on relieving symptoms and limiting progression to knee replacement surgery in people with knee osteoarthritis.</p> <p>The Orthopaedic Research Nurse will report directly to the Head of Unit, Orthopaedics, with a professional reporting line to the Director of Nursing. With the support of the Orthopaedic research team, the Research Nurse will work in a self-directed and independent manner to manage the day-to-day running of research projects.</p> <p>Trial coordination activities may include participant recruitment as well as delivery of direct and indirect clinical trial-related care of patients, and associated longitudinal data collection. The Research Nurse will ensure ongoing ethics/research governance compliance and adverse event reporting, as well as provision of education to other team members/patients and families related to the Unit's research protocols.</p> <p>As a member of the health care team, the Orthopaedic Research Nurse will ensure a high-quality service that meets the needs of clients and patients, adheres to legislative responsibilities, and maintains a safe working environment.</p>
Business Unit Overview
<p>Western Health is the pre-eminent provider of health services in the western metropolitan region of Melbourne. Fast becoming known as a vibrant, progressive organisation, Western Health focuses on achieving excellence in teaching and research. Western Health caters for one of the most multicultural regions of Melbourne and offers an extensive range of clinical services.</p> <p>The health service incorporates Sunshine Hospital (including Joan Kirner Women's & Children), Footscray Hospital, Williamstown Hospital, Bacchus Marsh Hospital, Sunbury Day Hospital and DASWest, a drug and</p>

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alcohol service. Western Health employs around 6,000 employees and provides services to around 800,000 people.

Western Health is committed to providing high quality undergraduate and postgraduate teaching and research. The health service encourages innovations in patient care, staff professional development and research activities. Our clinicians, nurses and allied health professionals are involved in a diverse range of activities that have received recognition at a local, national and international level.

The Division of Surgery, Endoscopy and Anaesthesia Surgery is responsible for the provision of both elective and emergency surgical procedures including multi-day stay and day procedures across Footscray, Sunshine, Williamstown and Sunbury campuses and incorporates an adult and paediatric case mix. Clinical units are supported by Liaison Nurses. Sterilising departments are managed across all campuses and service Western Health and external clients. Clinical Nurse Consultants are aligned to the service and provide organisational support across 6 clinical Specialities. acute and non-acute care settings aiming to ensure timely and seamless transition between services for the people in our care.

Key Responsibilities



Leadership

- Model the 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.
- 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.
- Ensure excellent standard of service is offered by partnering with consumers and the community at all levels of planning and evaluation.
- 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.



Clinical expertise/ Trial coordination

- 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.
- Ensure trial participants and their carers are fully informed of all clinical trial activities and are involved in decision-making about their care.
- Educate patients on administration and side effect management of treatment.
- Attain a thorough understanding of nominated clinical trial protocols.
- Screen hospital consumers for eligibility for clinical trials and maintain a screening log when required by the study protocol.
- Work to ensure recruitment targets are met within predetermined timeframe.
- 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.
- Liaise with other health professionals within the hospital in the conduct of trials if required (such as pharmacy, laboratories, health information department, other wards).
- Ensure clinical trial equipment being used appropriately, are well maintained, and any recording logs are stored and distributed appropriately.
- Ensure accurate and timely completion of paper or electronic case reports and other study documentation such as consumer follow-ups and laboratory investigations.

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- Maintain an accurate record of study supply orders, receipts, inspection, distribution, accountability, usage and wastage as required.
- Liaise with clinical trial monitors, data managers, research contract organisations and trial sponsors (for data query resolution, source document verification, study product records).
- Ensure data entry and data query resolution follows data management plan and timelines agreed with sponsor.
- Prepare for and comply with monitoring/audit activities internally and externally as required to meet the regulatory and scientific requirements.
- Liaise with sponsors of the new trial to ensure the success of the site in joining the new study.
- Assist with and/or prepare hospital Ethics Committee submissions and reports in line with required timelines.
- Provide consistent and appropriate management and supervision of team members as required.
- Ensure trials are managed within allocated funding, generate invoicing and manage budget of allocated trials.
- Perform other duties as required.



Research

- Promote open lines of communication and participate in regular research meetings with research team members.
- Present and publish in appropriate professional conferences and journals and remain informed of the current literature.
- Ensure that the patients of Western Health have equitable access to appropriate clinical trials.
- Enhance the research profile of Western Health.



Evidence Based practice

- 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), GCP and other relevant generally accepted standards of GCP
- Ensure all discussions with consumers are approached in a respectful way that maintains confidentiality at all times and ensure optimum risk management is maintained.
- 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 trial participants is maintained at all times, and risks and adverse events are reported promptly and appropriately to relevant authorities.
- Liaise with relevant regulatory bodies as required (eg. HREC and Governance offices).
- Maintain confidentiality of trial participants and sponsor requirements
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement.
- Be aware of Western Health's Strategic Priorities, and ensure activities align with these priorities.



Education & Learning

- Organise research meetings and conferences as required and attend relevant educational and investigator meetings.
- 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, medical and allied health) from departments involved in the running of studies.
- Liaise with other health professionals or affiliated service providers (eg. pathology, pharmacy radiology) in the conduct of trials.

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<ul style="list-style-type: none"> • Maintain up-to-date knowledge and 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 Human Research, the Declaration of Helsinki, Victorian and Australian Privacy Laws and local Human Research Ethics Committee requirements. • Ensure mandatory competencies are completed and up to date (inclusive of current GCP, trial-specific protocol, data capture, pathology and diagnostic imaging where relevant). • Demonstrate a commitment to personal continuing professional development and participate in performance appraisal and review, including actively seeking feedback from key stakeholders on performance. <p>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.</p>
<p>Key Working Relationships</p>
<p>Internal:</p> <ul style="list-style-type: none"> • Patients and their carers • Head of the Unit and other trial investigators • Adult Specialist Outpatient Clinic • WH Office for Research • Clinical Trials Pharmacist • Nursing, medical and allied health staff • Pathology • Health information department <p>External:</p> <ul style="list-style-type: none"> • Clinical Trial Sponsor and their representatives • Research Contract Organisations and their representatives • Human Research Ethics Committee • External Pathology and Diagnostic Imaging providers • External Health Care providers • Community Health Care Providers • Regulatory authorities and their representatives
<p>Selection Criteria</p>
<p>Essential registration, license or qualification requirements</p> <ul style="list-style-type: none"> • Undergraduate degree in general nursing, which meets the registration requirements of the Nursing and Midwifery Board of Australia • Current registration as a registered nurse with AHPRA <p>Other Essential Requirements</p> <ul style="list-style-type: none"> • Advanced clinical nursing skills • Demonstrated ability to manage projects with strong organisational skills and ability to problem solve. • Proven experience in collaborating with others to deliver project outcomes. • Demonstrated ability to work effectively in a team and assist other team members as required. • Ability to be self-directed and work independently • Proven ability to prioritise tasks and manage timelines • Advanced written and verbal communication skills • Highly-developed effective interpersonal skills • Proven commitment to high quality, safe and person-centred patient care • Demonstrated knowledge of professional standards • Proven computer literacy skills <p>Desirable</p> <ul style="list-style-type: none"> • Have completed or working towards Masters qualification

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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, 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
<ul style="list-style-type: none"> • 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>I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.</i>			
Employee's Name:			
Employee's Signature:		Date:	Click here to enter a date.

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