

POSITION DESCRIPTION

Position Title:	Research Nurse
Business Unit/Department:	Nursing & Midwifery Research
Directorate:	Deputy of Executive Director Nursing & Midwifery
Award/Agreement:	Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Research Nurse – Level 2 (YU13)
Reports To:	Chair of Nursing
Date Prepared/Updated:	27 April 2026

<p>Position Purpose</p> <p>As a member of the health care team, the Research Nurse manages efficiently and effectively the research activities of the unit to ensure a high-quality service that meets the needs of clients and consumers, adheres to legislative responsibilities, and maintains a safe working environment. responsibility for the delivery of direct and indirect trial-related care of patients and associated data collection for concurrent research studies; responsibility for the supervision of staff, strategies to meet the educational requirements of staff or trial participants; forward planning of resource use and project budgets; and is accountable for maintaining clinical and research governance with a clear understanding of organisational processes that exist to support the conduct of good clinical research. Inherent requirement for a role with this level of accountability and responsibility include liaison with external agencies as a Western Health ambassador, overseeing and leading patient recruitment, ethics and governance application processes locally and nationally, and adverse event monitoring and reporting as required.</p>
<p>Business Unit Overview</p> <p>The Nursing and Midwifery Directorate provides professional leadership to Western Health's nursing and midwifery workforce, supporting professional practice, ensuring high quality, innovative evidence-based nursing/midwifery care to Western Health care recipients. The directorate advances nursing and midwifery research and learning opportunities, supporting the application of innovative research-based approaches with a focus on translating research into nursing and midwifery practice. The Directorate has operational responsibility for the Best Care Governance & Support, Nursing & Midwifery Workforce Unit, Infection Prevention, Aboriginal Health, Consumer Partnerships & Diversity and a number of expert nurse consultants.</p> <p>Western Health Values: Compassion, Accountability, Respect, Excellence & Safety. Western Health aspires to be a values-driven organisation and all employees are required to model the following values in their day to day tasks:</p> <ul style="list-style-type: none"> • Compassion – consistently acting with empathy and integrity • Accountability – empowering our staff to serve our community • Respect – for the rights, beliefs and choice of every individual • Excellence – inspiring and motivating innovation and achievement • Safety – working in an open, honest and safe environment

Our Vision

Together, we deliver the healthcare of the future
Simple – Sustainable – Connected – Innovative

Western Health Focus: 'Best Care'

At Western Health we are committed to high quality, safe and person-centred patient care. The Western Health framework for Quality, Safety and clinical governance describes a vision for 'Best Care' for all Western Health patients and consumers.

Key Responsibilities



Leadership

- Model the behaviours and actions outlined in the Western Health vision for Best Care.
- Ensures all research activity is conducted in an ethical, scientific, and legal manner, whilst maintaining a safe working environment for all parties.
- Employs an innovative and flexible approach to research process and management.
- Applies conflict resolution skills when dealing with problems involving all levels of employees, consumers, their significant others, and the public.
- Ensures relationships with colleagues and consumers are professional and ethical and that cultural differences are respected.
- Ensures excellent standards of service are offered by partnering with consumers and the community at all levels of planning and evaluation.
- Works collaboratively to achieve desired outcomes for the organisation.
- Identifies factors influencing the successful conduct and dissemination of research and is able to resolve or seek other input to minimise or overcome identified problems.
- Works within and towards the Western Health Strategic Plan, the Western Health Research Strategic Plan, the Western Health Best Care Framework, the Western Health Nursing & Midwifery Workforce Plan, and the Nursing and Midwifery Strategic Plan.



Research

- Responsible for the delivery of direct and indirect trial-related care of patients and associated data collection for concurrent research studies.
- Promotes open lines of communication and participates in regular research meetings within and beyond the research team to progress research related outcomes with impact.
- Is accountable for the forward planning of resource use and monitoring project budget expenditure.
- Presents at, and publishes in, appropriate professional conferences and peer reviewed journals.
- Enhances the research profile of Western Health.



Evidence-Based Practice

- Ensures all research activity is conducted in an ethical, scientific, and legal manner, whilst maintaining a safe working environment for all parties.
- Ensures research is conducted under the relevant legal and governance frameworks including the International Conference on Harmonisation (ICH), Good Clinical Practice (GCP), and other relevant generally accepted standards of GCP.
- Ensures all discussions with consumers are approached in a respectful way that maintains confidentiality at all times and ensures optimum risk management is maintained.
- Actively engages and recruits stakeholders for effective project planning, implementation, and evaluation, taking into consideration the wider breadth of potential stakeholders available.
- Ensures the safety of research participants is maintained at all times, and risks and adverse events are reported promptly and appropriately to relevant authorities.
- Liaises with relevant regulatory bodies as required (e.g. HREC and Governance offices).
- Maintains confidentiality of research participants and sponsor requirements.
- Participates and contributes to improvement of policies, procedures, and protocols and identifies areas for improvement.
- Is aware of Western Health's Strategic Priorities, and ensures activities align with these priorities.

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Education & Learning

- Generates and participates in the presentation of study progress reports and findings to unit employees and other health professionals locally, interstate, and internationally as required.
- Shares knowledge of research, education, and clinical practice issues and knowledge gained from participation in seminars and conferences
- Educates employees (nursing, medical, and allied health) from all departments involved in the running of studies.
- Educates consumers and carers participating in research.
- Liaises with other health professionals or affiliated service providers (e.g. Pathology, pharmacy, radiology) in the conduct of research as required.
- Provides 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.
- Ensures mandatory competencies are completed and up to date.
- Demonstrates a commitment to personal continuing professional development and participates in performance appraisal and review.
- Actively seeks feedback from key stakeholders on own performance.



Clinical Expertise

- Manages and coordinates the conduct of research in collaboration with other health professionals and other organisations/people as appropriate.
- Supervises research assistants involved in projects.
- Maintains clear and effective communication processes with research participants, carers, investigators, sponsors, and other members of the multidisciplinary team.
- Attains a thorough understanding of nominated research protocols.
- Screens hospital consumers for eligibility for research and maintains screening logs when required.
- Works to ensure recruitment targets are met within predetermined timeframes.
- Ensures appropriate consent is obtained from consumers and / or their next of kin and maintains accurate and complete records of consent obtained by self and other colleagues in the unit.
- Ensures research equipment is used appropriately, well maintained, and any recording logs are stored and distributed appropriately.
- Ensures accurate and timely completion of paper or electronic case reports and other study documentation such as consumer follow-ups and laboratory investigations.
- Ensures data entry and data query resolution follow data management plans and timelines agreed with sponsors.
- Prepares for and complies with monitoring/audit activities internally and externally as required to meet the regulatory and scientific requirements.
- Assists and/or prepares hospital Ethics and Governance submissions and reports.
- Performs 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:

Executive Director of Nursing & Midwifery
Heads of Unit
Divisional Director of Nursing
Clinical Service Director

Office of Research
Performance Unit
Finance Team

External:

Consumers and their significant others

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Selection Criteria

Essential

- Current registration as a Registered Nurse with AHPRA and at least five years of clinical experience.
- Experience in the management of clinical research and knowledge of legal and ethical requirements.
- Demonstrated ability to manage projects with strong analytical skills and ability to problem-solve.
- Proven experience in consulting and collaborating with others to deliver project outcomes.
- Demonstrated ability to work effectively in a team and assist other team members as required, and at same time be self- directed and motivated.
- Demonstrate effective organisational skills, particularly with respect to time management.
- Demonstrate well developed written and verbal communication skills with highly developed interpersonal skills and a commitment to high quality, safe and person-centred consumer care.

Desirable

- Working toward or have completed a Master's degree or equivalent.

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 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.
- 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.

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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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