

POSITION DESCRIPTION

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| Position Title: | Clinical Trial Assistant |
| Business Unit/Department: | Cancer Services - Cancer Research |
| Division: | Cancer, Cardiology & Speciality Medicine |
| Award/Agreement: | Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement |
| Classification: | Grade 2 – Level 1 to Level 5 (HS2 to HS21) |
| Reports To: | Cancer Research Manager and Team Leaders |
| Direct Reports: | N/A |
| Date Prepared/Updated: | 3 June 2026 |

Position Purpose

The Clinical Trials Assistant (CTA) is a member of the Western Health (WH) Cancer Service Clinical Trials Unit (CSCTU) research team.

The main purpose of the CTA role is to support with trial coordination tasks as delegated by the Cancer Research Manager (CRM), Cancer Research Nurses (CRN) and Cancer Research Trial Coordinator (CRTC). The main tasks are:

- Assist with maintenance of regulatory documents and ensure regulatory compliance, including governance tasks in trial start up.
- Assist with administration of trial patient management including patient visit bookings, transport bookings and other patient visit administrative task.
- Assist with financial reconciliation of trial visit invoices, utilising Clinibase financial database and assisting with patient reimbursements.
- Assist with trial laboratory procedures including kit inventory management and sample processing.
- Assist with data entry.

The CTA will deliver high-quality service that meets clients and patients' needs and adheres to current relevant legislation. In particular, the CTA will ensure that all studies are conducted in an ethical, scientific, and legal manner and foster an environment that supports clinical research. The CTA will work across all phases of a clinical trial, including startup, active trial phase, trial follow up and close out.

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

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development of services and treatment groups across Western Health to ensure Best Care for the community of Western Melbourne.

Cancer Services at Western Health provides care across a broad range of inpatient, ambulatory outpatient settings. We provide secondary and tertiary cancer services for patients of the Western Region including Medical Oncology, Surgical Oncology, Haematology, Clinical Research, Palliative Care, Inpatient Acute Care, Day Oncology, Oncology HITH, Radiotherapy, Specialist Clinics, and a dedicated Project Team.

With a diverse workforce of 250 staff and an annual operating budget of \$24 million, the Division spans the acute and non-acute care settings aiming to ensure timely and seamless transition between services for the people in our care.

Key Responsibilities

- Assist with maintenance of regulatory documents including Site Docs Portal (SDP) and Investigator Files
- Assist with clinical trial start up and governance activities
- Assist the clinical trial team with patient management activities including bookings, arranging transport, participant reimbursements and other administrative tasks as directed
- Liaise with WH departments including Diagnostic Imaging, Pharmacy, Pathology, and other clinical services to assist trial participant management and reconciliation of invoiceable items
- Assist with management of financial invoices of external providers including but not limited to transport, ophthalmology; archives and interpreters.
- Assist with the maintenance of the unit's data bases including Clinibase, Power trial and Redcap trial registries
- Assist with clinical trial data entry
- Assist with the management of CSCTU generic email correspondence for Cancer Clinical Trial and Start up Inboxes
- Assist with clinical trial and registry data entry and query resolution.
- Assist with monthly meetings, trackers and reports as directed.
- Assist with other administrative tasks as directed
- Assist with clinical trial laboratory procedures including kit and courier management and sample processing
- Provision of efficient, confidential, and accurate record keeping.
- Demonstrated ability to comply with the Guidelines for Good Clinical Practice (GCP)
- Compliance to clinical research Policies, Procedures and Guidelines (PPGs)

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:

- Cancer Research Manager
- Cancer Research Staff including Research Nurses and Study Coordinators
- Clinical Trial Investigators

External:

- Cancer Services Personnel
- WH departments especially Pharmacy; Diagnostic Imaging, Pathology, Finance and other areas involved with clinical trials.
- Cancer Trials Australia Finance
- Trial Sponsors

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Selection Criteria

Essential:

- Administration experience including health care or clinical trial administration.
- Excellent computer literacy using Microsoft Office Suite.
- Effective time management skills.
- Excellent interpersonal and communication skills.
- Demonstrated ability to work effectively as part of a team.
- Demonstrated ability to multi-task and prioritise under pressure.

Desirable:

- Experience working in a clinical trial setting.
- Financial acumen.
- Understanding of medical terminology and clinical trial terminology.
- Previous experience in a similar role.
- Clinical Trial database and data entry experience.

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 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), Occupational Health and Safety (Psychological Health) Regulations 2025, 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 2022
- 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

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- 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: _____

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