

POSITION DESCRIPTION

Position Title:	Renal Trials Coordinator
Business Unit/Department:	Renal Service
Division:	Western Health at Home
Award/Agreement:	Medical Scientists, Pharmacists & Psychologists (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Medical Scientist: Grade 2 – Year 1 to Year 4 (RY4 to RY7)
Reports To:	Renal Trials Manager
Direct Reports:	N/A
Date Prepared/Updated:	29 June 2026

Position Purpose
<p>As a member of the health care team, the Renal Trials Coordinator 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 Renal Trials Coordinator ensures in-house studies are conducted in an ethical, scientific and legal manner, and fosters an environment that encourages and supports clinical research.</p> <p>The successful applicant will employ an innovative and flexible approach to research coordination. They will ensure that the following occurs: successful study start up, successful participant recruitment and successful study completion; that human ethics & governance submissions, annual reports, and amendments are submitted in an accurate and timely manner. The Renal Trials Coordinator will maintain an accurate record of study supply orders, receipts, usage and to minimise wastage as required, and also for ensuring trials are managed within allocated funding. They will also accurately record financial activities associated with their delegated trials. The Renal Trials Coordinator will facilitate appropriate communications with study nurses, coordinators and consultants and other key staff required to support renal trials activities including contribution to departmental newsletters and research meetings.</p>
Business Unit Overview
<p>The Division of Western Health at Home provides a comprehensive range of inpatient, clinic based and home-based services. Our multidisciplinary workforce of over 1,000 employees includes medical, nursing, pharmacy, allied health and administration staff. Western Health at Home services provide care from all Western Health campuses and within patient's homes, including residential aged care, supported accommodation and the custodial setting. The division is rapidly expanding to meet the needs of the community through the delivery of innovative, integrated and patient centred care. Western Health at Home services support patients across the continuum of care with a primary objective to support patients to live more healthy days at home. Our breadth of services, clinics and units work collaboratively to reduce avoidable hospital presentations and support early and sustainable hospital discharges. Through</p>

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multidisciplinary service delivery, integration with primary care, research and clinical trials our division supports the detection, management and secondary prevention of chronic disease. The division's medical specialties include Renal, Endocrinology and Diabetes, Geriatric Medicine and the General Practice (GP) Integration Unit. Western Health at Home provides a range of acute and subacute services that deliver hospital level care within the comfort of a patient's home. These services include Hospital in the Home, Rehab at Home, GEM at Home, Community Based Transition Care Program and Dialysis at Home, which deliver healthcare that would otherwise be provided within an inpatient setting. Western Health at Home's breadth of community-based care and specialty assessment clinics provide comprehensive care to support the management of chronic disease. The division has chronic dialysis units located at all Western Health main campuses and acute units at Sunshine and Footscray Hospital. Western Health at Home manages a primary healthcare service within Dame Phyllis Frost Centre, a maximum-security women's prison located in Melbourne's West.

Key Responsibilities

- Ensure all research activity is conducted in an ethical, scientific and legal manner, whilst maintaining a safe working environment for all parties
- Participate in the presentation of study progress updates to unit employees and other health professionals locally, interstate and internationally as required.
- Employ an innovative and flexible approach to research
- Promote open lines of communication
- 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
- Coordinate the conduct of clinical research trials in collaboration with other health professionals and other organisations/people as appropriate
- Share knowledge of research, education and clinical practice issues and knowledge gained from participation in seminars and conferences
- Attend relevant educational and investigator meetings
- Attain a thorough understanding of nominated clinical trial protocols
- Assist in the set-up, conduct and complete clinical trials in line with relevant guidelines, trial protocol, timelines and targets for recruitment
- Screen hospital patients for eligibility for clinical trials and maintain a screening log when required by the study protocol
- Ensure appropriate consent is obtained from patients and / or their next of kin and maintain accurate and complete records of consent obtained by self and other colleagues in the unit
- Notify GPs of patient's participation in trial and advertise trials to external community/GPs as required
- Ensure accurate and timely completion of paper or electronic case reports and other study documentation such as patient follow-ups and laboratory investigations
- Assist in educating employees (nursing, medical and allied health) from all departments involved in the running of studies
- Liaise with clinical trial monitors, data managers, research contract organisations and pharmaceutical sponsors (for data query resolution, source document verification, study product records)
- Liaise with other health professionals within the hospital in the conduct of trials if required (such as pharmacy, laboratories, health information department, other wards)
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement
- Work within and towards the department's strategic plan
- Assist in preparing hospital Ethics Committee submissions and reports in line with required timelines
- Maintain an accurate record of study supply orders, receipts, inspection, distribution, usage and wastage as required
- Perform other duties as required

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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
- Human Research Ethics Committee
- Nursing, Medical and Allied Health Staff
- Western Health Governance Office
- Pharmacy
- Laboratories
- Pathology
- Health Information Department
- Quality Partners
- Renal Trials Manager
- Operations Manager
- HOU Nephrology

External:

- Research contract organisations
- Pharmaceutical sponsors
- Community Health Care providers
- Renal Trial Networks
- Trial Coordinator Networks
- Tertiary Organisations

Selection Criteria

Essential:

- Successful completion of a Bachelor of Science qualification or equivalent
- Experience in clinical trials
- At least two years clinical experience
- Possess excellent clinical skills
- Effective organisational skills, with respect to time management and delegation
- Well-developed written and verbal communication skills
- Effective interpersonal skills
- Demonstrated ability to practice autonomously and collaboratively as part of a multi-disciplinary health care team
- Demonstrated evidence of undertaking professional development activities to maintain and enhance expertise
- A 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
- Ability to manage projects
- Basic computer literacy
- Analytical skills and ability to problem solve

Desirable:

- At least five years research experience
- Experience in the coordination of clinical research trials
- Knowledge of legal and ethical requirements
- Experience in ethics submissions

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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
- 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
- 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

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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