

POSITION DESCRIPTION

Position Title:	Renal Research Nurse
Business Unit/Department:	Renal Service
Division:	Western Health at Home
Award/Agreement:	Nurse and Midwives (Vic Public Sector) (Single Interest Employers)
Classification:	Research Nurse Level 2
Reports To:	Renal Research Team Leader
Direct Reports:	Not applicable
Date Prepared/Updated:	20 July 2022

Position Purpose

As a member of the health care team, the Renal Research 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 Research Coordinator ensures in-house studies are conducted in an ethical, scientific and legal manner.

Business Unit Overview

The Operations Directorate is one of the largest and most complex of the portfolios in the organisation. It is charged with providing significant amounts of Western Health's (WH) patient care and patient contacts and as such generates a significant proportion of the revenue to support the wider operations of providing patient care to the West of Melbourne. These services range from outpatients to inpatients, theatres to Intensive Care, birthing rooms and Emergency Departments and many more services that support the catchment population of WH.

As a Directorate we provide services across a number of sites throughout our catchment area. The main campuses are Footscray, Sunshine and Williamstown, with additional facilities at Sunbury & Hazeldean (Williamstown). The expenditure budget for the Operational Directorate in total is approximately \$726m which is split across a variety of services including over 700 inpatient beds. A staffing profile of 5000 employees with 4,475 EFT delivers in the region of 680,000 patient contacts per year – through all of our programs.

To support good governance and management of the service areas the Operations Directorate is split into several key work areas through which clinical and supporting programs are delivered. Each of these areas is listed below and for the clinical areas they were jointly managed through an effective working partnership of Divisional Director and Clinical Service Director. The Executive Director Operations is supported by each of these team members across their portfolio areas in delivering the operational agenda and targets set.

- Allied Health
- Clinical Support & Specialist Clinics
- Community Services
- Emergency, Medicine and Cancer
- Health Support Services
- Perioperative & Critical Care

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- Subacute & Aged Care Services
- Women's & Children's Services

As always it is the effective working of the teams of people in each of these areas that leads to the successful delivery of patient care and the discharging of our purpose of "Together caring for the West".

Community Services provide integrated and continuing care by supporting patients discharged from hospital through the provision of medical, nursing and allied health care. The care we provide is patient centred and fundamentally improves patient flow through the tertiary health sector by fostering strong links with the community.

Our comprehensive range of clinical services are delivered in various locations within our region including centre based rehabilitation care at Sunshine Hospital and other health services in community locations through various regional health partners. Clinical care is also delivered in the patient's home and Residential Aged Care Facilities.

Community Services treats over 26,000 patients annually through over 110,000 contacts.

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 Nursing and Midwifery 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
Team Leader Renal Research
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 Nursing/Midwifery qualification or equivalent
- Registration as a Registered Nurse/Midwife in Australia
- 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 nursing/midwifery 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
- 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
- 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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