



**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
everyday.**

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Clinical Research Manager

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

Advancing health for everyone, every day.

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

- Be a great place to work and a great place to receive care
- Grow our Home First approach
- Realise the potential of the Melbourne Biomedical Precinct
- Become a digital health service
- Strive for sustainability

teletrial 4-pod 4z-bed mixed medical-surgical-trauma adult ICU catering for all patients who require ICU-

The ICU admits approximately 3000 patients per year. Care is provided to patients with high acuity, as evident by approximately 1600 patients per year requiring invasive mechanical ventilation. The patient case-mix includes sepsis and infectious diseases, major trauma, oncology, complex respiratory management, and cardiac and neurosurgery

The research team includes dedicated and experienced Research Coordinators and Research Assistants. In addition to running large multicentre randomised clinical trials, the research team supports clinicians undertaking research higher degrees, honours students and junior medical staff conduct early phase research.

The Clinical Research Manager is supported by the Head of ICU Research, Professor Adam Deane. Together, it is anticipated the team will continue to nurture the research culture and mentor novice, early

The successful applicant will have the opportunity to hold an honorary title with the University of Melbourne Department of Critical Care.

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Familiar with national guidelines and regulations that prescribe best practice to ensure research is conducted to the highest ethical and governance standards possible.
- Act as a support, educator and point of escalation to research staff and clinical staff as appropriate
- Be self-motivated and able to work independently while liaising closely with staff involved in research studies as well as key stakeholders
- Coordinate and facilitate research studies within the department.
- Appropriately identify participants according to the research inclusion and exclusion criteria.
- Assist with the consent process as required, facilitating this process through the understanding of consent requirements and the role of Office of the Public Advocate in the consent process regarding patients who may lack competence
- Ensure patient confidentiality is always maintained.
- Be responsible for the accurate collection of study data
- Support staff involved in studies by providing education of and resources to enable them to provide safe, quality care for patients enrolled in research projects.
- Coordinate the implementation of tests, services and the collection, processing, and the storage of samples in accordance with protocol requirements.
- Be a resource to staff interested in initiating and conducting a research project within the Unit.
- Liaise with the Human Research and Ethics Committee and the Research Governance Office including the preparation of submission, amendments, progress reports and monitoring and reporting of serious adverse events.
- Report directly to the ICU Nurse Unit Manager
- Work collaboratively with the Head of ICU Research and the other Research Manager
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.

Internal

- Head of ICU Research
- ICU Research Manager
- ICU Research Coordinators
- Director of ICU and ICU Nurse Unit Manager
- Research Assistants and Higher Degree Research Students
- Experienced ICU Clinician-Researchers
- Senior ICU Nursing and Medical staff

- Families and/or carers of consumers
- Human Research and Ethics Committee
- Melbourne Health Research Governance Office
- Hospital Governance

Formal Qualifications:

- Registered Nurses:
 - Registration as a Registered Nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.
 - Post Graduate Critical Care or relevant qualification
 - Master's Degree

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Minimum of two years of clinical experience in an Intensive Care Unit or other relevant clinical experience
- Minimum of two years of Research Coordinator or other relevant clinical experience
- Current Good Clinical Practice Certificate (E6 R3 desirable)
- High level of written and verbal communication skills
- High-level understanding of Victorian legislation and NHMRC Statement on Ethical Conduct in Human Research and how these relate to critical care research.
- Well-developed IT skills
- Self-motivated and directed, with keen attention to detail
- Ability to work collaboratively with colleagues on complex tasks with strict deadlines
- Flexibility and willingness to provide outside business hours support for clinical research within the Intensive Care Unit
- Experience of trials conducted in the critically ill
- Experience or exposure to management positions
- Experience in assisting with research conducted by higher degree research students and novice investigators from clinical backgrounds
- Experience drafting protocols for submission to research ethics committees and completing hospital research governance applications
- Experience preparing and managing research budgets.

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

- **Equity, Inclusion, Belonging and Safety**
 - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
 - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
 - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
 - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
 - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Date _____