

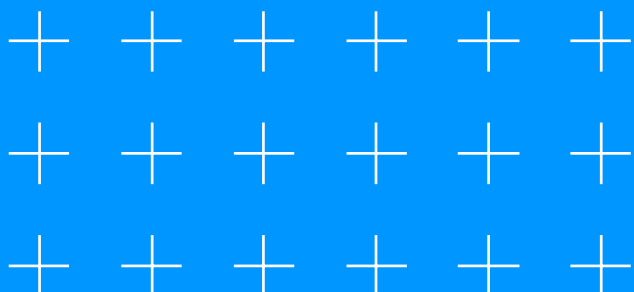


**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, every day.

**Could this be you?**

**Join the Royal  
Melbourne  
Hospital Team**



**Position Description**

**Metabolic Diseases Unit Research  
Nurse**



## THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

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.

## OUR VISION

# Advancing health for everyone, every day.

## THE MELBOURNE WAY

At the RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

### People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

### Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

### Excellence Together



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.

## OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. **Be a great place to work and a great place to receive care**
2. **Grow our Home First approach**
3. **Realise the potential of the Melbourne Biomedical Precinct**
4. **Become a digital health service**
5. **Strive for sustainability**





### KEY ACCOUNTABILITIES

- 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.
- Accept accountability for own actions and seek guidance if situations exceed the scope of practice of a Registered Nurse (Division 1)
- Accept responsibility for Continuing Professional Development (CPD) of self and actively keep a CPD portfolio as required by the Nursing And Midwifery Board of Australia
- Actively participate in annual performance discussions

### ROLE-SPECIFIC ACCOUNTABILITIES

- Providing high-quality coordination of clinical trials involving patients with Genetic Metabolic Diseases
- Preparing and maintaining ethics, protocol and source documents in collaboration with investigators.
- Administering investigational products and/or trial interventions according to trial protocols and RMH guidelines and instructions as applicable
- Engage in collection of samples according to trial protocols and RMH guidelines and instructions as applicable
- Maintain databases and ensure timely completion of electronic case report forms
- Liaise with industry partners, patient support groups and other key stakeholders.
- Ensuring safety events are identified, documented and reported according to the trial protocol, institutional policy and local and relevant international regulations. .
- Assist with other nursing duties within the unit as required

### KEY RELATIONSHIPS

#### Internal

- Metabolic unit staff including consultant medical staff, nurses, dietitians and administrative support.
- RMH Office for Research
- RMH Clinical Trials Centre
- RMH Clinical Trials Pharmacy
- RMH Clinical Trials Laboratory

#### External

- Trial Sponsors
- Contract Research Organisations
- Other hospital HRECs and Trials Units





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**ACCEPTANCE**

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.

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Employee Signature

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Employee Name (please print)

/ /

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Date

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