

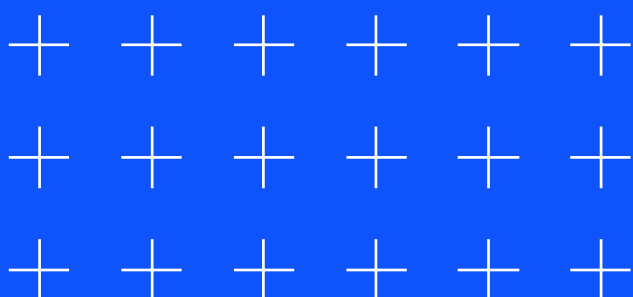


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

NF – Study Coordinator

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.

The Study Coordinator supports the development, governance, and delivery of clinical research within the Neurofibromatosis Clinic by coordinating study setup, ethics submissions, data management, and participant recruitment in accordance with regulatory and institutional requirements. The role acts as a central point of coordination between clinicians, researchers, and participants, ensuring research activities are efficiently integrated into clinic operations, supporting high-quality research outcomes and sustainable research infrastructure within the service.

- Responsible for multiple clinical trials, running concurrently in the neurofibromatosis team.
- Coordination of study visit schedules, including staff and patient availability.
- Preparing subject folders for study visits, according to protocol specific procedures.
- Monitoring Investigator Site files and ensuring all staff have completed and documented required protocol specific training.
- Administration of clinical assessments as specified in Protocol.
- Completing study specific training, including study specific assessments and equipment.
- Complete Electronic Data Capture (data entry) within time specified by sponsor (usually 3-5 business days following study visit). Answering study specific queries from Sponsor or external vendors.
- Coordination and submission of ethics and governance applications; including Amendments and Progress Reports.
- Assisting with Clinical Trial Recruitment – Identification and Review of patient records, including following up clinic notes with GPs and neurologists.
- Develop a shared Model of Care with primary care for low-risk patients.
- 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.
- 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

- ## External

- Patients
- Families and carers
- Partner members of VCCC
- Primary care providers
- External organisations

- Formal Qualifications:
 - Relevant tertiary education.
- Essential:
 - Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
 - Mandatory Working with Children's Check and Police Check and Immunisation Assessment
 - Experience as a study coordinator and be responsible for multiple clinical trials, running concurrently.
 - Coordination of study visit schedules, including staff and patient availability.
 - Experience with clinical assessments.
 - Experience collecting vital signs and ECG recordings.
 - Coordination and submission of ethics and governance applications; including Amendments and Progress Reports.
 - Flexibility, timeliness, organisation, communication, efficiency.
 - Ability to work collaboratively within the movement disorder team
 - Ability to critically analyze existing procedures and make recommendations for improvement as appropriate
 - Ability to understand complex research protocols
 - Good analytical and report writing skills and attention to detail
- Desirable:
 - Experience working in a hospital setting

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 _____