



**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, everyday.

**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:

- 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



# Position Description

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|------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Position Title:</b>             | Metabolic Diseases Unit Research Nurse                                                                   |
| <b>Service:</b>                    | Metabolic Diseases Unit                                                                                  |
| <b>Location:</b>                   | The RMH Elizabeth Street                                                                                 |
| <b>Reports To:</b>                 | Head of Metabolic Diseases Unit                                                                          |
| <b>Enterprise Agreement:</b>       | Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024–2028 |
| <b>Classification:</b>             | YU13                                                                                                     |
| <b>Employment Status:</b>          | Part time - 48 hours per fortnight; 12-months fixed-term                                                 |
| <b>Immunisation Risk Category:</b> | Category B                                                                                               |
| <b>Date of Review:</b>             | May 2026                                                                                                 |

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## POSITION SUMMARY

The Metabolic Diseases Unit (MDU) is a specialist unit at The Royal Melbourne Hospital, providing state-wide services to patients across Victoria and Tasmania with a range of inborn errors of metabolism. With growing patient numbers, this small team is highly committed to their patients, working closely together in a multidisciplinary team to achieve the best patient outcomes. The predominantly outpatient service is provided for all patients with genetic metabolic conditions, such as phenylketonuria, lysosomal storage diseases, glycogen storage diseases and mitochondrial disease.

These genetic conditions have a variety of novel therapies currently under investigation, including small molecules, enzyme replacement, small interfering RNA, mRNA therapeutics and gene therapies. The Metabolic Research Nurse will act a study coordinator for such studies and will coordinate the end-to-end running of studies within the unit. This will include assisting in feasibility surveys, budget development, ethics / governance submissions, patient recruitment, investigation product administration, patient follow up, data entry and study closure.

Working closely with the relevant metabolic physicians and multidisciplinary clinical team, the research coordinator will bring their clinical expertise, and experience with clinical trials, to this significant position. The position will develop protocols and guidelines as relevant.

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### 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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## KEY SELECTION CRITERIA

### Formal Qualifications

- Registration as a Registered Nurse (Division 1) with the AHPRA Nursing And Midwifery Board

### Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Demonstrated ability to work collaboratively with small and friendly immediate team, whilst also working with a high degree of independence
- Demonstrated ability to develop guidelines and protocols
- Demonstrated high level interpersonal and communication skills
- Highly organised, able to manage a demanding workload, and effectively prioritise tasks
- Skills in Microsoft Office suite of programs and commonly used research software
- High level of reliability and professional conduct
- Demonstrated ability to be innovative, resourceful and adaptive to change

### Desirable:

- Past experience with, or knowledge of, genetics research
- Previous experience in preparing ethics submissions and maintaining correspondence with HREC
- Familiarity with the national statement for research
- Current Good Clinical Practice accreditation

Knowledge of the Epic EMR

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## KEY PERFORMANCE INDICATORS

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
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### AT THE RMH WE:

- 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.

### OUR COMMITMENT:

- **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.

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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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