

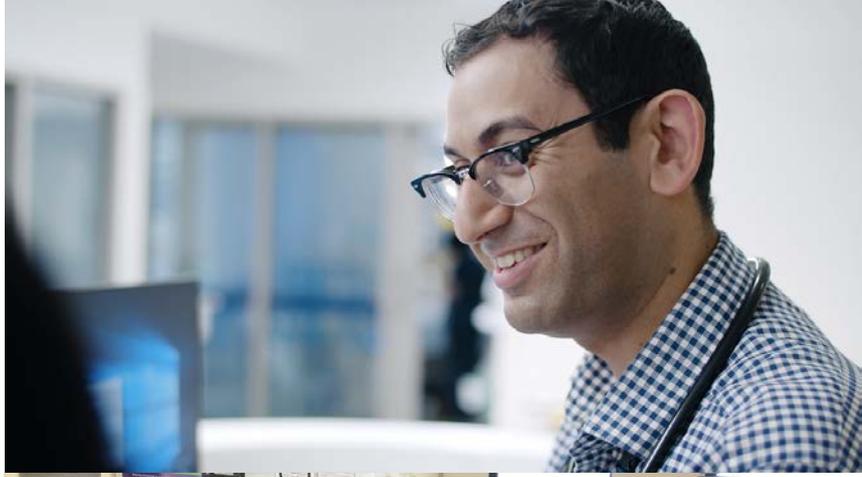


**The Royal  
Melbourne  
Hospital**

**Advancing  
health  
for everyone,  
everyday.**

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Quality and Clinical Trial Officer**



## 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**





- 
- Maintaining oversight of clinical trial activities.
  - Oversee the implementation and tracking of CAPA.
  - Facilitate and conduct risk assessments and implement risk mitigation strategies.
  - Maintain, develop, and expand the Electronic Quality Management System.
  - Assist in the preparation and controlling of quality documentation and record.
  - Support internal and external laboratory audit processes, conduct audits as required.
  - Assist regular data collation for Management Review and other quality reports.
  - Contribute to regulatory audit preparation and participation.
  - Deliver training to VIDRL staff on quality processes and system as required.
  - Liaise with internal stakeholders regarding laboratory quality matters.
  - Communicate with NATA regarding VIDRL's quality management system, including assessments, change of scope of accreditation, compliance issues, and ongoing accreditation requirements.
  - Ensuring VIDRL's compliance with relevant clinical trial regulations, ISO 15189, NPAAC, NATA, TGA and RCPA standards.
  - Identify and implement quality and business improvement opportunities.
  - Additional quality duties may be required as directed by the Quality Improvement & Innovation Manager
-



## 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.
- Ensure timely and compliant execution of clinical trials
- Maintain the accuracy, completeness, and reliability of clinical trial data through rigorous data management practices.
- Drive continuous improvement by proactively identifying and resolving quality issues through CAPA system
- Identify, assess, and mitigate potential risks to ensure the safety and integrity of VIDRL's operations.
- Enhance the efficiency and effectiveness of quality management processes through ongoing development and optimisation of the eQMS.
- Ensure all quality documentation are current, accurate, and readily accessible to relevant personnel.
- Support audit readiness demonstrating adherence to quality standards and regulatory requirements.
- Provide timely and accurate data for Management Review and other quality reports, informing decision-making and continuous improvement efforts.
- Champion VIDRL's compliance with all applicable standards and regulatory requirements.
- Contribute to the preparation of new accreditation applications, collaborating with stakeholders to ensure comprehensive and accurate submissions.
- Foster a culture of quality awareness and competence through effective training and knowledge sharing.
- Build and maintain strong working relationships with internal stakeholders to ensure seamless quality management.
- Ensuring effective communication and proactive management of accreditation matters with NATA and other regulatory agencies.
- Identify and champion opportunities for quality and business improvement, contributing to the ongoing success of VIDRL.

## KEY RELATIONSHIPS

### Internal

- VIDRL Quality Improvement and Innovation Manager
- VIDRL Executive, Senior Medical and Scientific staff, Quality and Laboratory staff

### External

- Doherty Institute members
- NATA, NPAAC and other accreditation bodies/associations
- Clinical Trial clients





---

**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.

---

**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.

---

Employee Signature

---

Employee Name (please print)

---

Date

---