

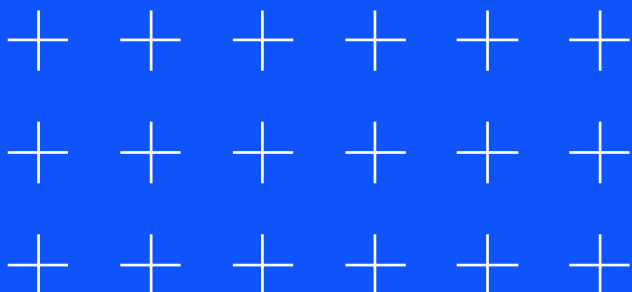


**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, every day.

**Could this be you?**

**Join the Royal  
Melbourne  
Hospital team**



**Position Description**

**Snow Centre for Immune Health:  
Research Nurse**

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.

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

|                                    |                                                                                                                    |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Position Title:</b>             | Snow Centre for Immune Health: Research Nurse                                                                      |
| <b>Service:</b>                    | Snow Centre for Immune Health                                                                                      |
| <b>Location:</b>                   | Parkville                                                                                                          |
| <b>Reports To:</b>                 | Snow Centre Research Nurse Manager                                                                                 |
| <b>Enterprise Agreement:</b>       | <i>2. Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028</i> |
| <b>Classification:</b>             | <i>Research Nurse Level 2 YU13 or Level 3 YX13</i>                                                                 |
| <b>Employment Status:</b>          | Fractional, fixed-term (1.0 FTE )                                                                                  |
| <b>Immunisation Risk Category:</b> | Category A                                                                                                         |
| <b>Date of Review:</b>             | March 2026                                                                                                         |

The Snow Centre for Immune Health (SCIH) has a global mission to improve the lives of people with immune diseases, using a new approach to immune health. The centre, co-led by WEHI and the Royal Melbourne Hospital, will bring together leading Australian and international researchers with a shared mission to transform how to assess and treat immune system disorders. Our goal is to accelerate discoveries into the underlying features and markers of immune health, to identify disease causes early and target appropriate treatment. The Centre has been established in partnership with the Snow Medical Research Foundation.

As a Research Nurse at the Snow Centre for Immune Health (the Centre), you will work closely with the Research Nurse Manager, fellow Research Nurses, and Clinician Scientists to support the delivery of high-quality clinical research. You will also liaise with Centre staff at WEHI to facilitate effective collaboration and ensure the overall success of the Centre's programs.

Your responsibilities will include identifying and recruiting individuals across different specialties within the RMH into the Centre's research program. You will coordinate participant follow-up, ensuring continuity of care and protocol adherence, while also fostering strong engagement between participants and researchers to support ongoing study success.

- a) Assisting the SCIH clinician scientist in identifying and consenting appropriate participants, ensuring recruitment targets are met and participants engaged in the Centre objectives.
- b) Assisting with the recruitment and consent of healthy volunteers.
- c) Liaison with researchers and Centre staff at WEHI to coordinate the collection, processing, and timely transfer of clinical data and samples.
- d) Maintaining accurate documentation and tracking of samples in accordance with study protocols.
- e) Assisting in the collation of clinical data for analysis, in collaboration with the SCIH clinical teams.
- f) Maintaining Study Records and Consent Records in accordance with ethical and GCP requirements, under the supervision of Snow clinical fellows and the research nurse manager.
- g) Support the overall endeavours of the Centre by working as a team with the other Centre nurses to ensure recruitment targets are met.

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| <ul style="list-style-type: none"> <li>Contribute to the identification and recruitment of eligible participants across the specialties involved in the Snow Centre program.</li> <li>Obtain informed consent in compliance with ethical and regulatory guidelines.</li> <li>Coordinate the collection, processing, and timely transfer of clinical samples to WEHI.</li> <li>Ensure accurate documentation and tracking of samples in accordance with study protocols.</li> <li>Assist in the collation of clinical data for analysis, in collaboration with the Clinician Scientists.</li> <li>Further the recruitment and sustainability of the Centre objectives working across specialities when required.</li> </ul> | <ul style="list-style-type: none"> <li>Ensure that all research activities adhere to local ethical, regulatory, and governance requirements.</li> <li>Ensure that Study Records and Consent Records are maintained longitudinally and maintain high standards of clinical research integrity, ensuring patient safety and data confidentiality.</li> <li>Prepare for and support ethics and regulatory audits and monitoring processes.</li> <li>Work collaboratively with nursing and medical Snow Centre staff to support Centre objectives and continuity of recruitment and care.</li> <li>Work collaboratively with nursing and medical colleagues within the RMH clinical departments and across RMH and WEHI</li> </ul> |
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Snow Centre for Immune Health: Research Nurse | Snow Centre for Immune Health | March 2026 4/6

- ## KEY SELECTION CRITERIA

- Registration as a Division 1 Registered Nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.

- Commitment to The Melbourne Way – putting people first, leading with kindness, and achieving excellence together.
- Knowledge of ethical principles, regulatory requirements, and governance frameworks governing biomedical research.
- Completion of ICH Good Clinical Practice (GCP) training and adherence to research integrity standards.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively across multidisciplinary teams, including clinicians, researchers, and professional services staff.
- Excellent organisational skills with attention to detail, and the ability to manage competing priorities, and meet deadlines.
- Mandatory Working With Children's Check, Immunisation Assessment & Police Check
- Ability to adapt to changing research priorities and protocols.
- Demonstrated clinical nursing skills, including advanced competency in venipuncture.
- Demonstrated ability to uphold the highest ethical standards and promote the responsible conduct of research.

- Experience in clinical research, including informed consent processes, participant recruitment, follow-up and engagement and maintenance of study records.
- Experience with electronic medical records (e.g. EPIC) and research data capture systems (e.g. REDCap)

- Contributions towards recruitment targets for the Snow Centre within agreed timelines.
- Co-ordination of follow-up and ongoing engagement of participants.
- Timely and accurate completion of participant consent processes, ensuring ethical and regulatory compliance.



- 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.

- 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.

- 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.

- 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.

- 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.

- 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 \_\_\_\_\_