

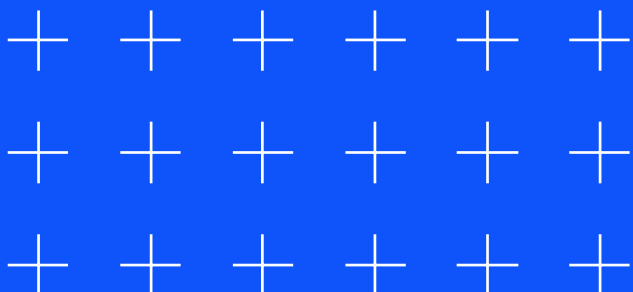


**The Royal
Melbourne
Hospital**

**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**



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 responsibilities include:

- 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.

KEY ACCOUNTABILITIES

- Contribute to the identification and recruitment of eligible participants across the specialties involved in the Snow Centre program.
- Obtain informed consent in compliance with ethical and regulatory guidelines.
- Coordinate the collection, processing, and timely transfer of clinical samples to WEHI.
- Ensure accurate documentation and tracking of samples in accordance with study protocols.
- Assist in the collation of clinical data for analysis, in collaboration with the Clinician Scientists.
- Further the recruitment and sustainability of the Centre objectives working across specialties when required.
- Ensure that all research activities adhere to local ethical, regulatory, and governance requirements.
- Ensure that Study Records and Consent Records are maintained longitudinally and maintain high standards of clinical research integrity, ensuring patient safety and data confidentiality.
- Prepare for and support ethics and regulatory audits and monitoring processes.
- Work collaboratively with nursing and medical Snow Centre staff to support Centre objectives and continuity of recruitment and care.
- Work collaboratively with nursing and medical colleagues within the RMH clinical departments and across RMH and WEHI

KEY RELATIONSHIPS



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- Snow Centre Research Nurse Manager
 - Snow Centre Clinician Researchers
 - Snow Centre Research Nurses
 - Snow Centre Clinical Program Coordinator
 - Director/s, Snow Centre for Immune Health
 - Snow Centre Clinical, Operational & Professional Staff
 - Stakeholders in the Centre
 - Medical, Nursing and support staff at RMH across multiple specialties
 - Outpatient clinics at RMH
 - External Stakeholders
 - The Office for Research (RMH)
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KEY SELECTION CRITERIA

Formal Qualifications:

- 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.

Essential:

- 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.
- 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.

Desirable:

- 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)
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KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- 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.
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- Maintenance of secure and well-organized storage for participant consent forms in compliance with governance standards.
 - Effective coordination of sample collection and transfer to WEHI, ensuring proper documentation and chain of custody.
 - Accurate and up-to-date maintenance of site study standard operating procedures (SOPs), regulatory files, and documentation.
 - Completion of required ICH-GCP training and ongoing adherence to clinical research best practices.
 - Participation in continuous learning opportunities, research discussions, and relevant training sessions.
 - Working with staff of the Centre to meet recruitment objectives
 - Demonstration of The Melbourne Way through collaborative teamwork, patient-centered care, and research integrity.
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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.

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
