

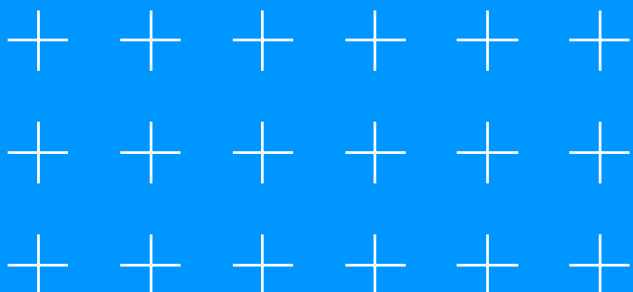


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Arrhythmia Research Nurse –
Registered 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**



Position Description

Position Title:	Arrhythmia Research Nurse
Service:	Department of Cardiology
Location:	The Royal Melbourne Hospital – City Campus (Parkville)
Reports To:	Prof Jonathan Kalman
Enterprise Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016–2020
Classification:	YU13
Employment Status:	Part-time Fixed Term
Immunisation Risk Category:	Category A
Date of Review:	May 2026

POSITION SUMMARY

- The research nurse will support the Arrhythmia research team with all existing and new clinical research studies within the Department of Cardiology at Melbourne Health. These include investigator-initiated and commercial trials.
- The research nurse is responsible for patient screening and recruitment, providing patient care to research participants, undertaking assessments and procedures in accordance with study protocols, completion of timely data entry and resolution of queries following patient visits, and careful maintenance of investigator site files in accordance with requirements.
- The research nurse will work with the Office for Research in all aspects of clinical trial coordination, including the submissions of clinical trial applications, amendments, progress reports and safety event reporting.
- A crucial part of the role involves collaboration with other members of the cardiology department and practicing good clinical research as per ICH GCP guidelines and organizational standard operating protocols.

Heart Rhythm Services – Melbourne Heart Rhythm

Heart Rhythm Services at the Department of Cardiology at The Royal Melbourne Hospital is the largest volume complex ablation centre in Australia taking quaternary referrals from Melbourne and throughout Australia. We are the highest volume interventional heart rhythm centre in Australasia performing over 1,000 ablation procedures each year – from the most simple and routine to the most complex and unusual.

We have extensive experience in Atrial Fibrillation, Ventricular Tachycardia and Supraventricular Tachycardia Ablation. We have outstanding success rates for Atrial Fibrillation ablation and the lowest published complication rates anywhere in the world. Additionally we provide the Victorian state wide cardiac genetic service for investigation and management of inherited heart rhythm disturbances.



Led by Professor Jonathan Kalman, the Heart Rhythm Services has an international reputation in heart rhythm research. Professor Kalman has been instrumental in describing the mechanism of these arrhythmias and the approach to cure and he is a highly sought after international speaker; is on the editorial board of 12 major international journals and has over 400 research publications, many in the most highly cited journals in cardiology such as Circulation and The Journal of the American College of Cardiology.

We are well established as one of the premier academic heart rhythm research departments in the world. We run a highly successful PhD program with research aimed at all aspects of electrophysiological research from clinical ablation studies, basic science research, clinical trials, intraoperative mapping research, genetics and epidemiological studies. We have four PhD candidates at any one time. We routinely have first Australian access to all of the latest and most advanced technology, which is made available to our patients. This means that we are regularly involved with cutting edge technology based research and clinical trials.

www.melbourneheartrhythm.com.au

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.
- To act as a person responsible for subject recruitment and monitoring
- Accurately and efficiently maintain research and clinical records in accordance with the protocol
- Keep trial medication and device records as determined by the protocol
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- 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.
- Achievement of targets as they apply to the cardiology research area
- Ensure that patients participating in research understand the protocol and are provided clear instructions communicated in a manner that aligns with the **Melbourne Health Values**
- Provide clinical assistance to Arrhythmia Service
- Diligent and reliable follow-up on the administrative aspects of research studies including data entry, resolution of queries, and upkeep of investigator site files

Required Capabilities

The Capability Development Framework applies to all Melbourne Health employees and describes the capabilities that are needed to meet our strategic goals.

Capability Name	Attainment Level
Organisational savvy	Consolidation



Communicating effectively	Mastery
Building relationships	Consolidation
Consumer care	Mastery
Working safely	Mastery
Utilising resources effectively	Consolidation
Innovation and continuous improvement	Consolidation
Adaptability and resilience	Consolidation
Integrity and ethics	Mastery
Delivering results	Consolidation
Analysis and judgement	Consolidation
Developing and managing skills and knowledge	Consolidation

KEY RELATIONSHIPS

Internal

- Members of the Arrhythmia Research team and the Department of Cardiology
- Members of the Office for Research at Melbourne Health
- Members of supporting departments within Melbourne Health

External

- Patients and families
- Referring Physicians
- External investigation centres and institutions
- sponsors and industry partners

KEY SELECTION CRITERIA

Formal Qualifications

- Bachelor of Nursing or equivalent
- Registration as a Registered Nurse (Division 1) with the Nursing And Midwifery Board of Australia – Australian Health Practitioner Regulation Agency

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Minimum 5 years Nursing experience
- Previous research experience (with research studies or clinical trials) is essential
- Be able to work autonomously and within a team environment
- A positive attitude and outlook, enthusiastic approach and willingness to learn
- High level of reliability and professional conduct
- Demonstrated ability to practice collaboratively as part of the multidisciplinary health care team
- Demonstrated evidence of providing a high level of patient-centred care
- Developed assessment, clinical reasoning, problem solving and prioritization skills
- A high level of self-motivation with a clinical research focus
- Highly developed time management skills
- Highly developed communication and interpersonal skills



-
- GCP certification or the wiliness to undertake training and certification

Desirable:

- Post graduate certification
 - Research, cardiology or critical care nursing experience
-

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
 - Successful completion of required training activities, including training related to the nursing and research National Standards
 - Ability to operate within allocated budget
-



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