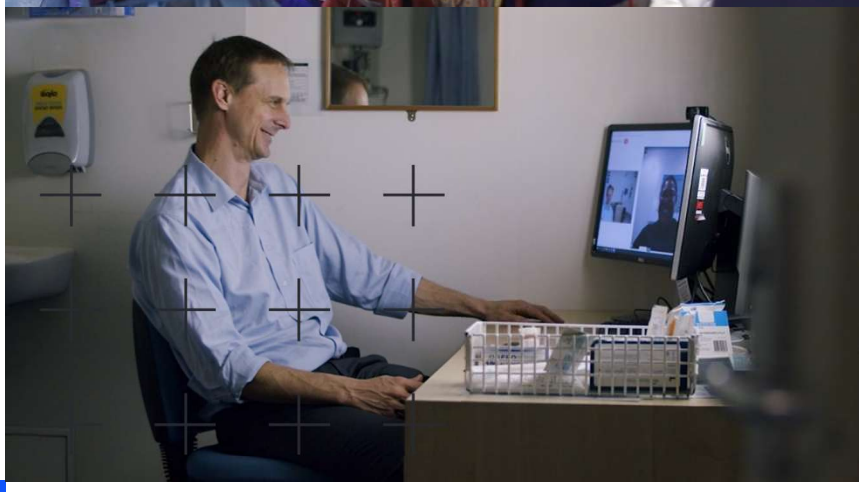
The Royal Melbourne Hospital









Advancing health for everyone, every day.

Could this be you?

Join the Royal Melbourne Hospital team

Position Description

Snow Centre for Immune Health:

Clinical Data Officer

The Royal Melbourne Hospital

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.

Together 2035 - Our 10 year ambition positions the organisation to have a meaningful impact. Acknowledging the need for ability, adaptability and failing fast, it is assumed throughout this strategy cycle that nothing will stay stagnant. We will continuously strive fro excellence in health - through data insights, the latest research, responding to community sentiment, and global trends and importantly the views, needs and feedback of patients, consumers, carers and community.

Strategic Pillars
Redesigning Together - We are redesigning world-class care
Thriving Together - We are thriving through inspiration & curiosity
Innovating Together - We are leading research excellence for clinical impact

Strategic Drivers
Systems Thinking
Digital Intelligence
Performance & Sustainability

Position Description

Position Title:	Clinical Data Officer, Snow Centre for Immune Health
Service:	Snow Centre for Immune Health
Location:	Parkville
Reports To:	Clinical Lead, Snow Centre for Immune Health
Enterprise Agreement:	*Health and Allied Services, Manager and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027*
Classification:	HS2
Employment Status:	Full-time (1.0 FTE), fixed-term
Immunisation Risk Category:	Category B
Date of Review:	January 2025

The SNOW Centre

The Snow Centre for Immune Health 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.

POSITION SUMMARY

The Clinical Data Officer will play a critical role in strengthening the quality and completeness of clinical research data captured within the Snow Centre for Immune Health cohort studies.

The primary purpose of this role is to undertake large-scale retrospective data abstraction, verification, and entry to ensure participant records are complete, accurate, and research-ready. The successful candidate will systematically review source documentation including EPIC, extract relevant information, and enter validated data into REDCap according to established data dictionaries, standard operating procedures, and quality standards.

This role will directly contribute to improving the quality, integrity, and research value of Snow Centre clinical datasets and support future clinical and translational research outcomes.

Key responsibilities include:

a) Review participant records across multiple data sources including EPIC, clinic correspondence, pathology reports, clinician notes, and study documentation.

b) Extract relevant clinical and research data in accordance with approved study protocols and REDCap data collection forms.

c) Complete retrospective data entry for existing study participants.

d) Ensure accurate capture of medical history, diagnoses, treatments, medications, demographics, and other study-specific variables.

e) Resolve discrepancies through review of source documents and consultation with clinical and research staff where appropriate.

f) Perform routine data quality checks to ensure completeness, consistency, and accuracy of entered data.

g) Identify missing, conflicting, or incomplete information and escalate issues as required.

h) Maintain detailed audit trails and documentation of data sources and assumptions.

i) Support data cleaning and validation activities prior to analysis and reporting.

j) Work closely with the Clinical Informatics and Data Manager, research nurses, project managers, clinicians, and investigators.

k) Participate in regular project meetings and provide updates on progress against data entry targets.

l) Contribute to refinement of data collection processes and documentation.

m) Ensure all activities comply with ethics approvals, privacy legislation, institutional policies, and Good Clinical Practice (GCP) requirements.

n) Maintain confidentiality and security of participant information at all times.

o) Adhere to established data governance frameworks and standard operating procedures.

KEY ACCOUNTABILITIES

- Complete retrospective data capture for existing Snow Centre study participants.
- Improve completeness and quality of participant demographic, clinical history and treatment datasets.
- Establish a research-ready dataset suitable for downstream translational and clinical research activities.
- Reduce missing data and data quality issues across priority Snow Centre cohorts.
- Support the long-term sustainability and integrity of the Snow Centre's clinical data assets.

KEY RELATIONSHIPS

- Snow Centre Clinical Lead
- Snow Centre Clinical Management team
- Snow Centre Digital Hub Lead
- Snow Centre Clinical Data Manager
- Snow Centre Translational Informatics Lead

- Snow Centre Manager, Research Nurses
- Snow Centre Research Nurses

KEY SELECTION CRITERIA

Essential:

- Tertiary qualification in biomedical science, health sciences, nursing, public health, clinical research, or a related discipline.
- Demonstrated experience in clinical data collection, data entry, medical record review, or clinical research.
- Ability to interpret clinical documentation and extract relevant medical information accurately.
- Experience working with clinical databases such as REDCap, EPIC, OpenSpecimen, or similar systems.
- Excellent attention to detail and commitment to data quality.
- Mandatory Police Check, Working With Children's Check & Immunisation checklist.
- Strong organisational skills with the ability to manage high-volume workloads and competing priorities.
- Proficiency in Microsoft Excel and Microsoft Office applications.
- Strong written and verbal communication skills.

Desirable:

- Previous experience in clinical research or cohort studies.
- Knowledge of Good Clinical Practice (GCP).
- Experience with retrospective chart review and data abstraction.
- Experience working within hospital or academic research settings.

KEY PERFORMANCE INDICATORS

Your successful performance will be measured through:

- Number of participant records retrospectively completed within agreed timelines.
- Percentage completeness of mandatory REDCap data fields.
- Accuracy of entered data as assessed through quality audits.
- Reduction in missing or unresolved data queries.
- Timely achievement of project milestones.
- Compliance with data governance and privacy requirements.
- Stakeholder satisfaction regarding data quality and reliability.

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