POSITION DESCRIPTION

Position Title:	Research Nurse / Midwife
Business Unit/Department:	Critical Care Research – Cardiology Research Nurse
Division:	Emergency Medicine & Intensive Care
Award/Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Research Nurse Level 2 (QRED 1) or Research Nurse / Midwife Level 3 (QRED 2) Classification will be based on prior research experience.
Reports To:	Critical Care Research Manager
Direct Reports:	N/A
Date Prepared/Updated:	24 September 2024

Position Purpose

As a member of the health care team, the Research Nurse / Midwife manages efficiently and effectively the research activities of the unit to ensure a high quality service that meets the needs of clients and consumers, adheres to legislative responsibilities, and maintains a safe working environment. The Research Nurse / Midwife ensures in-house studies are conducted in an ethical, scientific and legal manner and encourages and supports nursing and junior investigator's research.

The Research Nurse / Midwife will contribute to providing quality health and well-being services for our consumers demonstrating competent to expert behaviours across the five domains of leadership, research, evidence-based practice, education & learning and clinical expertise as identified in the Western Health Nursing and Midwifery Professional Practice Framework.

Business Unit Overview

Western Health provides a range of comprehensive, integrated range of services from its various sites; ranging from acute tertiary services in areas of emergency medicine, intensive care, medical and surgical services, through to subacute care and specialist ambulatory clinics. Western Health provides a combination of hospital and community-based services to aged, adult and paediatric patients and newborn babies. Employing approximately 6,500 staff, Western Health has a capable, accountable and high performing workforce. Our health service fosters learning and development, creating a culture where staff are valued and feel supported to succeed and deliver best care.

The Division of Emergency Medicine and Intensive Care Services (EMICS) is responsible for the provision of all Emergency Medicine and Intensive Care services at Western Health. All specialties within the Division have appointed Unit Heads and Nurse Managers who provide leadership within ward and unit areas. Multi-disciplinary teams are aligned within specialties ensuring highly skilled specialty staff provide quality care.

This role also supports Cardiology research which sits withing the Western Health Division of Cancer, Cardiology and Specialty Medicine.

The Cardiology Unit provides inpatient and outpatient cardiac services and consists of Cardiac Care Unit (CCU), Cardiac Catheterisation Laboratory (CCL) and Non-Interventional Cardiac Diagnostic Units (CDS).

Critical Care Research at Western Health provides support for research activity across three clinical disciplines – Intensive Care, Cardiology, Anaesthesia, Pain & Perioperative Medicine. Although these disciplines are spread across three divisional structures, the parent research unit is located with the Emergency Medicine and Intensive Care Division. Research interests are diverse, across these disciplines. All specialties and staff involved in the care of the critically ill aim to improve clinical patient outcomes through an active commitment to clinical research. Facilitation of research is achieved through engagement with local, national and international multi-centre trials, industry sponsored trials, collaborative research networks such as ANZCA CTN*, ANZICS CTG*, and University affiliates. The support and encouragement of local investigator driven research projects, reflective practice and translation of research into practice are key focuses for the vision of Western Health. To maintain the highest level of quality and safety for research projects, all research is conducted in accordance with the regulatory guidelines set by the TGA and Good Clinical Practice Guidelines for research involving human participants.

*ANZCA CTN – Australian and New Zealand College of Anaesthetists Clinical Trials Network
*ANZICS CTG – Australian and New Zealand Intensive Care Society Clinical Trials Group

Key Responsibilities

Leadership

- Model the behaviours and actions outlined in the Western Health vision for best care
- Ensure all research activity is conducted in an ethical, scientific and legal manner, whilst maintaining a safe working environment for all parties
- Provide consistent and appropriate leadership to nursing employees and junior investigators
- Employ an innovative and flexible approach to research management
- Apply conflict resolution skills when dealing with problems involving all levels of employees, consumers and their significant others and the public
- Ensure relationships with colleagues and consumers are professional and ethical and that cultural differences are respected
- Ensure excellent standard of service is offered by partnering with consumers and the community at all levels of planning and evaluation
- Work collaboratively to achieve desired outcomes for the organisation.
- Identify factors influencing the successful conduct of trials and be able to resolve or seek other input to minimise or overcome identified problems
- Work within and towards the Nursing and Midwifery workforce plan

Research

- Promote open lines of communication and participate in regular research meetings with research team members
- Present and publish in appropriate professional conferences and journals and remain informed of the current literature
- Enhance the research profile of Western Health

Evidence Based practice

- Ensure all research activity is conducted in an ethical, scientific and legal manner, whilst maintaining a safe working environment for all parties
- Ensure clinical trials are conducted under the relevant legal frameworks including International Conference on Harmonisation (ICH), GCP and other relevant generally accepted standards of GCP

- Ensure all discussions with consumers are approached in a respectful way which maintains confidentiality at all times and ensure optimum risk management is maintained
- Actively engage and recruit stakeholders for effective project planning, implementation and evaluation, taking into consideration the wider breadth of potential stakeholders available
- Ensure safety of clinical trial participants is maintained at all times, and risks and adverse events are reported promptly and appropriately to relevant authorities
- Liaise with relevant regulatory bodies as required (eg. HREC and Governance offices)
- Maintain confidentiality of trial participants and sponsor requirements
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement
- Be aware of Western Health's Strategic Priorities, and ensure activities align with these priorities

Education & Learning

- Organise research meetings and conferences as required and attend relevant educational and investigator meetings
- Generate and participate in the presentation of study progress reports and findings to unit employees and other health professionals locally, interstate and internationally as required.
- Share knowledge of research, education and clinical practice issues and knowledge gained from participation in seminars and conferences
- Educate employees (nursing, medical and allied health) from departments involved in the running of studies
- Liaise with other health professionals or affiliated service providers (eg. Pathology, pharmacy, radiology) in the conduct of trials
- Provide education support regarding relevant rules and protocols relating to research, for example Therapeutics Goods Administration, Good Clinical Practice, the National Statement on Ethical Conduct in Research Involving Humans, the Declaration of Helsinki, Victorian and Australian Privacy Laws and local Human Research Ethics Committee requirements
- Ensure mandatory competencies are completed and up to date
- Demonstrate a commitment to personal continuing professional development and participate in performance appraisal and review
- Actively seek feedback from key stakeholders on your own performance

Clinical expertise

- Manage and coordinate the conduct of clinical research trials in collaboration with other health professionals and other organisations/people as appropriate
- Maintain clear and effective communication processes with trial participants, carers, investigators, sponsors and other members of the multidisciplinary team
- Attain a thorough understanding of nominated clinical trial protocols
- Screen hospital consumers for eligibility for clinical trials and maintain a screening log when required by the study protocol
- Work to ensure recruitment targets are met within predetermined timeframe
- Ensure appropriate consent is obtained from consumers and / or their next of kin and maintain accurate and complete records of consent obtained by self and other colleagues in the unit
- Liaise with other health professionals within the hospital in the conduct of trials if required (such as pharmacy, laboratories, health information department, other wards)
- Ensure clinical trial equipment being used appropriately, are well maintained, and any recording logs are stored and distributed appropriately
- Ensure accurate and timely completion of paper or electronic case reports and other study documentation such as consumer follow-ups and laboratory investigations
- Maintain an accurate record of study supply orders, receipts, inspection, distribution, accountability, usage and wastage as required
- Liaise with clinical trial monitors, data managers, research contract organisations and pharmaceutical sponsors (for data query resolution, source document verification, study product records)

- Ensure data entry and data query resolution follows data management plan and timelines agreed with sponsor
- Prepare for and comply with monitoring/audit activities internally and externally as required to meet the regulatory and scientific requirements
- Seek out new clinical trials and liaise with sponsors of the new trial to ensure the success of the site in joining the new study
- Assist and/or prepare hospital Ethics Committee submissions and reports in line with required timelines
- Perform other duties as required
- *Delete if not Level 3 -* Provide consistent and appropriate management and supervision of team members
- *Delete if not Level 3 -* Ensure trials are managed within allocated funding, generate invoicing and manage budget of allocated trials

In addition to the key responsibilities specific to your role, you are required to deliver on the Key Organisational Accountabilities which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Office of Research
- Operations Manager
- Heads of Unit
- Medical Officers
- Performance Unit
- Finance Team
- Divisional Director
- Clinical Service Director
- Director of Operations

External:

- Consumers and their significant others
- Clinical Trial Sponsors and their representatives
- Research Contract organisations and their representatives
- Human Research Ethics Committees
- Collaborative Research Partners
- Regulatory authorities and their representatives

Selection Criteria

Essential

- Current registration as a Registered Nurse or Midwife with AHPRA
- At least five years clinical experience
- Minimum of 3 years post graduate experience in Intensive Care, Anaesthesia, Cardiology or Research disciplines
- Demonstrated ability to manage projects with strong analytical skills and ability to problem solve
- Proven experience in consulting and collaborating with others to deliver project outcomes
- Demonstrated ability to work effectively in a team and assist other team members as required, and at same time be self- directed and motivated
- Possess excellent clinical skills
- Demonstrate effective organisational skills, particularly with respect to time management, delegation and supervision
- Demonstrate well developed written and verbal communication skills
- Have highly developed interpersonal skills

- A commitment to high quality, safe and person centred consumer care

Desirable

- At least two years research experience
- Experience in the management of clinical research trials
- Knowledge of legal and ethical requirements
- Have completed or be working towards a Masters degree

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Our Vision

Together, Caring for the West

Patients – Employees – Community – Environment

Employee's Name: Click here to enter the Employee's name.

Employee's Signature: _____ Date: Click here to enter a date.