



Position Description

Position Title:	Research Nurse
Salary Range:	MCRI-Research Nurse Salaries Step 6
Reporting Manager:	Research Manager, Vaccine and Immunisation Research Group (VIRGo)
Direct Reports:	None
Home Group:	Infection & Immunity, VIRGo

Who are we?

The Murdoch Children's Research Institute (MCRI) is home to significant scientific discoveries. We believe there is an answer, a cure or a better treatment for every childhood condition – and we're determined to find it.

We are a diverse team of world-leading researchers, doctors, engineers, and hardworking professionals in corporate and scientific services from all corners of the world with one shared goal – to transform child health worldwide.

Our strength lies in our partnership and co-location with The Royal Children's Hospital and the University of Melbourne – the Melbourne Children's Campus. This rare model amplifies opportunities to quickly translate research into clinical care.

At MCRI, you'll also find our subsidiary organisation, the Victorian Clinical Genetics Services (VCGS), a specialist childhood, prenatal and adult genetics service. VCGS provides an integrated genetic consultation, counselling, testing and diagnostic support service to children, adults, families and prospective parents.

Together, we share a powerful vision: re-imagine the future of child health.

What is it like to work for us?

We are committed to ensuring a positive working environment that values all backgrounds and experiences. We cultivate an inclusive culture that is underpinned by equal opportunity for all and a culture based on respect, consideration and dignity. We are also committed to developing our people and fostering an environment where learning and development is central to our staff reaching their full potential.

Position Overview

The Vaccination and Immunisation Research Group (VIRGo) is a Research Group within the Infection and Immunity Theme of the Murdoch Children's Research Institute, and is also a Research Group of, and housed within, the Peter Doherty Institute for Infection and Immunity at the University of Melbourne (Department of Infectious Diseases within the Melbourne Medical School) on the main University campus at 766 Elizabeth St (Level G). VIRGo has been conducting vaccine clinical trials and epidemiologic research in vaccine-preventable diseases since the early 1990s. Staff involved in the research programs are health and science professionals from a range of disciplines, including medical doctors, nurses, phlebotomists and scientists. Staff may also have honorary appointments to the University of Melbourne.

The Research Nurse is responsible for recruitment of study participants for vaccine clinical trials and epidemiologic studies, organisation of study visits, managing and assisting with study tasks during home or clinic visits, and completing study documentation. They will assist in preparing, checking and administering the vaccine to study participants enrolled in one or more of our vaccine trials.

Key Accountabilities

- Liaising with, and providing study information to agencies including Maternal and Child Health Centres, Schools, Child care centres, local government Immunisation centres and Private/Public Obstetric Practices for the purpose of recruiting infants, children, adolescents, adults and pregnant women for vaccine trials,
- Following up by phone with parents/participants who have indicated an interest in finding out more details about a study, arranging an interview over the phone to discuss study details (using a plain language information statement as a guide), providing parents/participants with information to enable them to make an informed choice as to whether they would like (or their child) to enrol in the study.
- Discussing studies in pregnancy with women at their ante-natal clinic appointments
- Organising and scheduling study visits within a specified window period, coordination of the home/clinic vaccination study team to attend the scheduled appointments.
- Explaining the study to interested families, taking parents/participants through the informed consent process, obtaining signed informed consent from the parent/participants.
- Collection of demographic and baseline data.
- Ensuring eligibility criteria have been met.
- Assisting phlebotomist in obtaining blood samples from study participant.
- Assisting study staff with vaccine administration.
- Instructing parents and or participants about diary keeping.
- Regular telephone contact with study participants (or their parents if applicable) to address any concerns they have about their participation (or that of their child) in the study, maintaining a positive ongoing rapport with the participant/family and to obtain clarification of study documents.
- Observation of study participants post vaccination and management of any immediate post vaccination adverse events.
- Advising parents/participants about management of possible vaccine related adverse events.
- Maintaining the cold chain of the vaccines in the field.
- Ensuring all equipment used falls within the product shelf life period.
- Ensuring Australian Immunisation Register is updated and the immunisation section of the Child Health Record completed.
- Recording information in study documents in accordance with instructions from the study coordinator, study sponsor, and study monitors.
- Transferring source data to an electronic case report form.
- Correction of data queries generated by the study monitors.
- Providing regular feedback to study coordinator as directed.
- Conducting ethical research at the highest level of integrity and in line with the Australian Code for Responsible Conduct of Research and MCRI policies.
- Reading and becoming familiar with VIRGo standard operating procedures.
- Attendance at regular staff meetings, initiation training, and CPR education.
- Use of own private vehicle to conduct study visits (reimbursed at standard rate).
- Ability to work as a team member to ensure the studies are completed effectively and accurately.
- Undertaking other research related tasks as directed by study coordinator.
- Practises in accordance with legislation affecting nursing practice and health care, as well as within a professional and ethical nursing framework.
- Understanding and following guidelines in accordance with International Conference on Harmonisation of Good Clinical Practice (ICH GCP).
- Is aware of, and adheres to, MCRI policy on Intellectual Property/Material Transfer Agreements/Contracts/Clinical and Public Health Outcomes.
- Assisting and contributing to data generation for research and publications.
- Working to improve skill base in research productivity and methodology.
- Assisting in high calibre, competitive research.
- Participating in patient recruitment, ethics application processes and adverse event reporting.
- Demonstrating the knowledge, attributes and skills consistent with a Research Nurse working within a clinical research scope of practice.
- Understanding and contributing to research of quality improvement projects.
- Providing training and mentorship to team members, patients, and families related to a specific research method, protocol, or program.
- Leading and promoting nursing involvement in research, and advocates for patients and families participating in research projects.
- Sharing information and presents to others within the Research Group or Theme and seeks opportunities to contribute to the skill development of others.

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- May be involved in supervision or mentorship of students, may contribute to teaching and examination in the area of research expertise.
 - Is involved in the development of innovative approaches to research.
 - Fostering relationships with key internal and external stakeholders.
 - Is engaged in the campus culture, including participating in professional development activities and attendance at internal/external conferences and seminars.
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Selection Criteria

- Applicable Nursing Registration - Division 1 with the Australian Health Practitioner Regulation Agency (AHPRA) with experience in one of Paediatrics, Maternal and child health, Midwifery, Clinical research and/or Public health.
 - Appropriate level of expertise gained from a combination of experience and or training.
 - Excellent organisational and oral and written communication skills including sound face to face and telephone based interpersonal skills.
 - An ability to use initiative, work flexibly, prioritise and set and maintain deadlines.
 - Accreditation as a nurse vaccinator in Victoria (desirable).
 - Experience working as a member of a multidisciplinary team.
 - Sound word processing skills and competence in using electronic databases.
 - Must have own motor vehicle & current Victorian driver's licence.
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Conditions of Employment

- Working with Children & National Police Clearance (if appointed) in compliance with the Victorian Governments Child Safety Standards.
 - The right to reside and work in Australia and you meeting any applicable visa conditions.
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Health, Safety & Wellbeing

- We are committed to providing and maintaining a working environment which protects the health, safety and wellbeing of our people, partners and the community.
 - Employees conducting duties on behalf of MCRI are expected to meet the environment, health and wellbeing requirements and responsibilities specifically required for the role.
 - We are committed to supporting children in their right to be safe and adhere to the responsibilities we have to ensure their protection and safety as per the Child Safety Standards Policy.
 - Specified positions may be subject to medical review to ensure that the inherent requirements of the role can be undertaken safely.
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As MCRI evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its employees. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. This position description is intended to provide an overall view of the incumbent's role as at the date of this statement.