



creating
possible

Position Description

Position Title:	Neonatal Research Nurse Coordinator
Salary Range:	MCRI Researcher Nurse Salaries - Research Nurse Step 1-6
Reporting Manager:	A/Prof David Tingay
Direct Reports:	A/Prof David Tingay/Dr Leah Hickey/Dr Prue Periera-Fantini
Home Group:	Neonatal Research Group

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 Research Nurse Coordinator role within the Neonatal Research Group is a unique opportunity to be involved in leading innovations that aim to improve the outcomes of newborn infants needing critical care. The Neonatal Research Group at the RCH/MCRI is unique in that it is the only Neonatal Research group in Australia (and one of the few internationally) that offers molecular science, translational science, clinical research, registry support and large trials within the one clinician-lead program. This provides an opportunity to tackle problems from the continuum of basic science to clinical translation.

The successful applicant(s) will have a key-role in the clinical and laboratory-based studies, internal and international registries, databases and student programs supported by the Neonatal Research group. The Research Nurse Coordinator will be responsible for the planning and coordination of recruitment and conduct of trials being performed on the RCH Neonatal Intensive Care Unit (NICU), management of study specific governance and data management, supporting the

basic science and preclinical program and supervising students assigned to the Neonatal Research group through the University of Melbourne. The role will suit an applicant with either prior Research Nurse Coordinator experience or a Neonatal or Paediatric Critical Care Nurse wishing to expand their career.

Key Accountabilities

The Research Nurse Coordinator will:

- Educating and promoting studies and trials involving neonates at the RCH and MCRI.
- Preparing and maintaining ethics, protocol and source documents (utilising the electronic medical record (EPIC EMR) where possible) in collaboration with Investigators.
- Assisting Investigators in the recruitment of participants and assist in the development of recruitment strategies.
- Coordinating trial recruitment and ensure consistent and effective communications with families.
- Administering Investigational Products or Trial Interventions according to trial protocol and RCH guidelines and instructions if applicable.
- Ensuring safety events are identified, documented and reported according to the trial protocol, institutional policy and local and relevant international regulations.
- Maintaining effective communication with clinicians, families, sponsors and investigators to ensure the trial runs effectively and efficiently.
- Identifying and communicating trial related issues to sponsor, Investigator and study team and contribute to the development of resolution strategies.
- Ensuring accurate data collection/data entry in accordance with agreed timelines.
- Ensuring adequate and in date trial specific supplies are maintained.
- Maintaining orderly Investigator Site Files and ensure trial documents are filed in a timely manner.
- Undertaking and/or providing education and training related to trials and studies performed at the RCH NICU.
- Ensuring training is current for all aspects of trial conduct (includes but is not limited to ICH GCP, IATA, basic life support, laboratory safety training).
- Supporting preclinical experimental research including provision of critical care and data collection under supervision of Investigators in accordance with protocols approved by the MCRI Animal Ethics Committee.
- Conducting ethical research at the highest level of integrity and in line with the Australian Code for Responsible Conduct of Research and MCRI policies
- Practising 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 (ICHGCP)
- Is aware of, and adheres to, MCRI policy on Intellectual Property/Material Transfer Agreements/Contracts/Clinical and Public Health Outcomes
- Is responsible and accountable for independent decision making, informs the team of identified research issues, and is informed by the expertise and knowledge of others
- Contributing to processes supporting clinical research - e.g. Ethics committee processes; represents nursing in reviews of organisational processes supporting research on campus
- Is recognised for leadership roles for advanced nursing practice within research across the Campus
- Sharing information and seeking opportunities to contribute to the skill development of others
- Contributing effectively to administrative and other requirements of MCRI and undertakes effective day-to-day management of areas of responsibility
- 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

Selection Criteria

Essential

- Division 1 Nursing Registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Have the skills necessary to meet the key accountabilities of the role.
- Able to plan, organise and carry out projects with a high level of attention to detail, organisational skills and efficiency.
- Able to work independently as well as within a team structure.
- Able to establish and maintain warm, constructive working relationships with parents, children as well as colleagues and work contacts.

Desirable

- Neonatal and/or Paediatric Nursing experience.
- EMR (EPIC) Experience.
- Relevant Postgraduate Diploma or Masters.
- Data and/or Research Software experience eg REDCap.

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- Research governance experience.
 - Clinical trial coordination experience.
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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.