POSITION DESCRIPTION

Research Nurse

Position Title	Research Nurse
Division	Clinical Trials Unit
Position Purpose	To provide high quality research nursing support for clinical trials in Haematology and Hepatology. The Research Nurse will provide nursing support for study visits including performing assessments, administering investigational therapies, handling of biospecimens, performing data entry and quality assurance, and assist with clinical trial coordination, including scheduling clinic appointments and trial logistics, and assisting with human research ethics and research governance submissions.
Location	Level 2, Aubigny Place, Raymond Terrace, South Brisbane
Occupational Category and Level	MMRI Admin Level 7
Reporting Relationship	Program Coordinator – Cancer and Neuroscience, Mater Clinical Trials Unit
Review Date	September 2022
Next Review Due	September 2023

Staff Member	TBC	**Signature**	**Date**
Direct Supervisor	Matthew Spitzer	**Signature**	**Date**

1. OVERVIEW

Mater Group

As a Catholic not-for-profit ministry of Mercy Partners, Mater Group is committed to meeting the healthcare needs of our community through an integrated approach to our health education and research services, which is focused on delivering the highest quality care for our patients. For more than a century in Queensland, Mater has been defined by an abiding commitment to meeting the healthcare needs of the community.

Today, our Mission and Mercy Values continue to guide Mater people in making appropriate decisions for a sustainable, socially relevant healthcare service that is genuinely committed to the community it serves. Mater Group comprises Mater Health, Mater Education, Mater Research and Mater Foundation.

Mater Research (MR)

Mater Research (MR) is a world-class institute that is committed to conduct, enable and translate clinically relevant health research. With more than 300 laboratory and clinical researchers working across Mater's hospitals and the world-class Translational Research Institute (TRI), Mater Research is committed to working closely with Mater Health, Mater Education and our growing network of partners to turn scientific discovery into the best possible treatment, care, and outcomes for patients and our broader community.

Mater Research Institute – The University of Queensland

MRI-UQ is an alliance between Mater Research and UQ, providing strategic benefits to both partners. Mater Research brings to the alliance considerable clinical collaboration opportunities and UQ brings all its expertise as a research, education and teaching institution. Mater Research employees, through an affiliation to MRI-UQ have access to world-class research infrastructure and systems.

Translational Research Institute (TRI)

Focusing on a wide range of health and medical research areas, the Translational Research Institute (TRI) is a joint venture between Mater Research (MR) The University of Queensland Diamantina Institute (UQDI), Queensland University of Technology's Institute of Health and Biomedical Innovation (IHBI), and the Princess Alexandra Hospital's Centres for Health Research. The Translational Research Institute brings these research facilities together with the aim to improve and accelerate the translation of medical research into greater patient care.

2. HOURS and Location

This is a part time appointment for one year, with the aim of extension. The Research Nurse will be based in the Clinical Trials Unit in Aubigny Place and will support clinical trials within Mater Hospital Brisbane. Working hours need to be agreed with one's supervisor. As with all scientific institutes, we acknowledge the need for flexibility in working hours in order to undertake the experimental procedures appropriate to individual projects.

3. PURPOSE OF POSITION

The Research Nurse will provide nursing support and coordination to clinical trials conducted by Principal Investigators in Haematology and Hepatology, ensuring that trials are conducted in accordance with applicable institutional, national and international regulations and standards.

4. POSITION DESCRIPTION

4.1. Research Support

- Provide high level support to principal investigators in the conduct of day to day management of clinical trials.
- Pre-screening patient records for recruitment to clinical research studies
- Assist with recruitment and consenting clinical research study participants
- Perform study assessments administer investigational product and other study interventions within nursing scope of practice and according to study protocol.
- Randomise patients, order and handle investigational product within nursing scope of practice
- Apply study protocols and other research related documentation ensuring that patient confidentiality is maintained
- Document clinical research visits and activities by collection of clinical data and entering patient data into clinical data capture systems
- Assist in organising and running data quality assurance activities
- Coordinate and conduct study visits, including handling and shipping biospecimens with strict adherence to study protocol.
- Support monitoring visits
- Manage submissions to Human Research Ethics Committees (HREC) and Research Governance Offices (RGO), safety notifications and reports as required
- Assist with invoicing for clinical trials using a Clinical Trials Management System
- Maintain investigator site files, essential study documents and other clinical trial documentation
- Practice in accordance with the principles of Good Clinical Practice standard and within state and national privacy laws and other relevant guidelines
- Provide advice, education and support to participant and their families to make informed decisions.
- Maintain open and regular communication with the Sponsor and key stakeholders.

4.2 Safety in the Workplace and Human Resources

- Observe all occupational health and safety, security and equal employment opportunity initiatives to contribute to a safe, healthy and ethical workplace.
- Report any potential hazards to the reporting officer.
- Ensure compliance with Workplace Health and Safety (WHS) Standards.

4.3 Expression of the Mater Values

- Promote and demonstrate the mission and objectives of Mater Research.
- Promote and demonstrate the philosophy and values of the Sisters of Mercy.
- Demonstrate values based decision-making and leadership.
- Demonstrate a strong commitment to the timely delivery of a high quality service to all employees of Mater Research.

5. PRIMARY DELEGATIONS AND ACCOUNTABILITIES

- Work with the Program Coordinator, study Principal Investigators and research teams to support conduct of clinical research studies in the Clinical Trials Unit.
- Demonstrate understanding of and commitment to the ICH-GCP Guidelines on Good Clinical Practice
- Demonstrated understanding and commitment to the NHMRC National Statement on Ethical Conduct in Research Involving Humans.
- Use Institute property, equipment and technical support facilities in accordance with Institute guidelines

6. INTELLECTUAL PROPERTY

Mater Research will require the assignment of all rights, in and to all discoveries, and inventions made, developed, or devised while working at or under the guidance of the Mater Research, during the term of the appointment.

7. SELECTION CRITERIA

Qualifications

Essential

- Current AHPRA nursing registration

Desirable

- Current Good Clinical Practice (GCP) certificate
- IATA certification for biospecimen handling
- Venipuncture/cannulation competence

Experience

Essential

- Nursing experience in Haematology, Hepatology, Oncology, General Medicine or other relevant clinical discipline

Desirable

- Clinical research experience

Knowledge and Skills

Essential

- Sound computer skills
- Excellent organisational skills, attention to detail and an ability to consistently meet deadlines and commitments.
- Demonstrated high level interpersonal skills necessary for negotiating and liaising effectively with a diverse range of staff, patients and other stakeholders.
- High level written and verbal communication skills

Desirable

- Demonstrated knowledge and understanding of haematological disorders/malignancy or liver disease
- Knowledge of data management systems
- Demonstrate an understanding and commitment to the NHMRC National Statement on Ethical conduct in research involving humans
- Understanding of regulations, policies and procedures relevant to clinical research

Personal Qualities

Essential

- Knowledge of data management systems.
- Demonstrate high level written and verbal communication skills.
- Ability to work independently and as part of a multidisciplinary team.
- Demonstrated understanding of and commitment to the promotion of the Mater Philosophy and Mission Statement.
- Personal attributes of integrity, tact, sound judgement and respect for confidentiality
- Commitment to the Promotion of the Philosophy and Mission of the Mater Group and goals of the Mater Research Institute; to be thoughtful, considerate and act as a positive role model for others

8. REVIEW

This is a one-year fixed term appointment.