HealthHR

Tasmanian Government

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Research Nurse - Clinical Trials
Position Number:	515859
Classification:	Registered Nurse Grade 3-4
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals North/North West – Launceston General Hospital WP Holman Clinic
Position Type:	Permanent, Full Time/Part Time
Location:	North
Reports to:	Nurse Unit Manager - WP Holman Clinic
Effective Date:	January 2017
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse **Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.*
Desirable Requirements:	Relevant post basic/tertiary clinical qualifications

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Function as a clinical resource and liaison person for medical investigators, national and international trial centres, drug regulatory authorities and other stakeholders in relation to clinical trials.

Responsible for a clinical trial portfolio, coordinating trial participants and providing clinical case management support to the Nurse Unit Manager and Medical Oncologist with other clinical trials as required.

Duties:

1. In accordance with defined protocols and regulatory procedures, identify possible trial participants.
2. Share responsibility for the supervision of clinical trial protocols, source data, file maintenance and the collection of information from patients receiving new and experimental treatments.
3. Using established nursing procedures take physiological measurements, and perform clinical procedures as required.
4. In accordance with defined clinical protocols prepare the necessary paperwork for each new clinical trial, maintain accurate and objective documentation and prepare reports on current clinical trials as required.
5. Liaise with medical, nursing, clerical and other staff involved in the management of patients enrolled in clinical trials.
6. Using established procedures prepare applications for submission to the Hospital Research and Ethics committees and liaise regarding amendments, approvals and other documentation.
7. Provide advice and education to other clinical staff regarding clinical trials and their requirements.
8. Assist with the collection of high quality data and provide same to trial sponsors and maintain a record of trial costs and funding transactions.
9. Collaborate in the preparation of papers for submission to peer reviews, national and international scientific publications, oral presentations and poster presentations.
10. Develop, implement and evaluate teaching plans for patients/clients that meet their learning needs and facilitate informed decision making.
11. Work effectively within a multidisciplinary team, contributing to a strong team approach by actively contributing to communication processes, including attending and participating in team meetings.
12. Contribute to the review and development of organisational documentation, procedures, policies and best practice related to patient/client care and evaluate the effectiveness of processes and procedures.
13. Maintain knowledge of innovations in clinical practice and research and participate and contribute to a learning environment, through continuing education, professional development and attendance at conferences and relevant fora.
14. Support the development of others through participation in orientation and preceptoring nurses and other members of the health team.
15. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
16. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

Responsible to and receives guidance and support from the Nurse Unit Manager for the efficient and effective management of all delegated activities. Receives guidance from the Oncologist regarding events impacting on resource use and patient care.

The Registered Nurse - Clinical Trials is responsible for:

- Own practice within professional guidelines and for intervention in instances of unsafe, illegal or unprofessional conduct.
- Practicing in accordance with the NMBA[1] codes and guidelines for registered nurses/midwives.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
    a. crimes of violence
    b. sex related offences
    c. serious drug offences
    d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

[1] Nursing and Midwifery Board of Australia

Selection Criteria:

1. Demonstrated well developed knowledge, skills and experience as a Registered Nurse with previous experience in coordinating multi-centre clinical trials an advantage.
2. Demonstrated sound interpersonal, written and oral communication skills with the ability to function effectively in a multidisciplinary team environment and relate to members of the research team and trial participants.
3. Experience in the use of computers and relevant software, with a demonstrated understanding of clinical information systems and data collection in the clinical setting.
4. Current knowledge of, and the ability to apply nursing principles, procedures and practices in the delivery of patient/client care in a designated practice area and in line with legal requirements and the Australian Nursing and Midwifery Council (ANMC) National Competency Standards for the Registered Nurse, together with knowledge of legal requirements, relevant policies and procedures in relation to research and the practice setting.
5. Demonstrated motivation and organisational ability to achieve desired outcomes in clinical trials with limited supervision.
6. Knowledge of continuous quality improvement (safety and quality) and the application of evidence based practice in the practice setting.
7. Ability to undertake client education in the practice setting, together with a commitment to participate in ongoing professional development.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the Consumer and Community Engagement Principles | Tasmanian Department of Health.