

Title:	Research Nurse (6 month maternity leave replacement)
Area/Group:	Women's Health - The Ritchie Centre
Reporting to:	A/Professor Caroline Gargett
Date Last Updated:	February 2017
Current Occupant:	
Time fraction	0.4 Research nurse

1. About Hudson Institute of Medical Research

The Ritchie Centre is a research centre based jointly within the Hudson Institute and the Monash University, Department of Obstetrics and Gynaecology. The Hudson Institute of Medical Research is a NHMRC accredited, not-for-profit, independent medical research institute located at Monash Medical Centre in Clayton, Victoria, Australia. The Institute employs nearly 300 research staff, 30 administration/support staff and hosts over 100 undergraduate and postgraduate students.

The Research of the Institute involves investigation in the fields of reproductive health, hormone action, sex determination, cancer, obesity, inflammation, infectious diseases, cardiovascular disease, neonatal and fetal physiology, bone health, stem cells, genetic diseases and men's, women's and children's health. The Institute works to improve the quality of life by finding and improving methods for prevention, diagnosis and treatment of a variety of health conditions.

2. Purpose of Position

The position is located within the Ritchie Centre, Monash University, Department of Obstetrics and Gynecology, at Monash Health, reporting to A/Professor Caroline Gargett, head of the Women's Health Theme of The Ritchie Centre and is funded by The Ritchie Centre central funds. The position will assist clinicians and research scientists in the collection of clinical samples as part of a range of research projects directed at improving women's, children's and baby health through translational research.

The appointee will work under direction of the Theme Leader, the Research Nurse Co-ordinator, as well as with other Research Group Leaders within the Centre to liaise between the antenatal clinics, midwifery staff, delivery suite, gynecological clinics and the laboratories and must be able to consent patients and schedule the collection of samples and documentation according to defined protocols and timely delivery of samples to the appropriate staff in the laboratories. The appointee must be flexible in his/her hours in order to meet the clinic schedules at hospitals within the Monash Health Network and other public and private hospitals.

3. Accountabilities and Responsibilities

Primary Responsibilities

- Under direction of the Research Nurse Co-ordinator assist with the conduct of studies and sample collections as per protocols and Human Research Ethics Committee approvals.
- Assistance with human ethics applications
- Assist with all aspects of The Ritchie Centre Tissue Bank human research ethics
- undertake tissue collections as required

- Liaison with surgeons/midwives to expand The Ritchie Centre Tissue Bank
- Liaison with chief investigators regarding tissue requirements and protocols
- Consent and collect tissues when and as often as required
- Extraction of all relevant patient health data from patient records as approved by human research ethics committees
- On-going liaison with scientists to ensure optimum tissue sample collections

Other Duties & Responsibilities

- Maintain a computer database
- Undertake audits of projects to ensure ethics compliance
- Record upcoming appointment dates and time for women recruited to longitudinal studies
- Interaction with the antenatal clinic staff
- Interactions and collaboration with other research nurses within The Ritchie Centre
- Travel to associated Monash Health hospital sites for consenting and collection (Dandenong, Casey, Pakenham, Frankston, Moorabbin)

Compliance and Legislative Knowledge

- Comply with Hudson Institute and Monash Health policies and procedures and relevant appropriate legislation
 - Meet Occupational Safety and Health, anti-discrimination, equal opportunity and other legislative requirements in accordance with the parameters of the position
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Equal Opportunity (EO)

- Comply with the Institute's EO policies and procedures.

Legal Compliance

- All staff are required to be aware of and adhere to both legislation and Institute policy relevant to the duties undertaken.

4. Working Relationships

Internal

- Research Group Leaders in the Ritchie Centre
- Research Nurses in the Ritchie Centre
- Deputy Director, The Ritchie Centre and Women's Health Theme Leader

External

- Clinical staff (nurses, midwives, booking clerks, theatre staff, gynaecologists and obstetricians)
- Pregnant and postnatal women attending Monash Health for their confinement
- Women attending IVF and gynecological clinics and surgeries

5. Selection Criteria

Qualifications

Essential

- Registered nurse Division I or II
- Current practicing certificate

Knowledge & Skills

Essential

- Excellent communication and organisational skills
- Good computing skills
- Experience in database management
- Flexibility of hours

Desirable

- Research experience an advantage
- Phlebotomy skills

Appointee will be appropriately trained in specific research project protocols upon commencement

Personal Qualities

Essential

- Own car with comprehensive car insurance & valid drivers licence
- Demonstrated attention to detail
- Demonstrated ability to work as part of a team

6. Endorsement

Name: (Manager)			
Signed:		Date:	____/____/____
Name: (Director)			
Signed:		Date:	____/____/____