

<b>Title:</b>	Clinical Research Nurse (Part Time 0.4) 12 Month Fixed Term Contract
<b>Area/Group:</b>	Male Reproductive Clinical Research
<b>Reporting to:</b>	Dr Carolyn Allan/Prof Robert McLachlan
<b>Date Last Updated:</b>	7 February 2017
<b>Current Occupant:</b>	Vacant

### **1. About Hudson Institute of Medical Research**

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.

Our research 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**

This is a key position in the clinical area working within a small team responsible for establishing, maintain and coordinating new and current clinical trials and assisting with Monash Clinical Andrology Service Clinics

### **3. Accountabilities and Responsibilities**

#### **Clinical Trials**

- Establishing, maintain and coordinating new and existing clinical trials
- Liaising with other departments in the setup of clinical trials (including Monash IVF, cardiology and pathology)
- Assisting with patient recruitment
- Providing education, support and counselling to patients in person and on the phone
- Assisting with clinical procedures
- Assisting with drafting and submission of ethics applications for new studies for ethics approval
- Assisting with safety audits as required

#### **Monash Clinical Andrology Service Clinics**

- Providing education, support and counselling to patients in person and on the phone
- Assisting with clinical procedures
- Register all new patients onto ZedMed software
- Process and receipt all patient payments

#### **Records Management**

- Keep detailed, legible and accurate records of clinical procedures and outcome
- Maintain patient confidentiality and security of patient records in digital and physical format
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**Other Duties & Responsibilities**

- Collection and documentation of pathology results

**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

**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**

- Professor Rob McLachlan – Group Head
- Elise Forbes – Head Clinical Research Coordinator and day to day supervisor
- Dr Carolyn Allan
- Other clinical Staff
- Other Hudson scientific and support staff

**External**

- Monash Health Medical Records Department
- Monash IVF
- Monash Health Ethics Committee
- Monash Health Pathology
- Various Monash Health departments
- Private pathology companies
- Pharmaceutical companies
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**5. Selection Criteria****Qualifications****Essential**

- Registered nurse Division I or II
- Current practicing certificate
- Experience in maintaining a clinical database
- Experience in project administration, planning in a hospital or medical research environment
- Strong ability to work independently with limited direction and generate, schedule and prioritise work and complete tasks on own behalf
- A demonstrated awareness of the principles of confidentiality, privacy and information handling.

**Knowledge & Skills****Essential**

- Excellent communication and organisational skills

- Good computing skills as a minimum
- Database management
- Flexibility of hours
- Time management skills

### **Experience**

Desirable

- Proficiency using ZedMed software

### **Special Conditions**

- Able to cover others for leave.

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## **6. Endorsement**

<b>Name: (Manager)</b>			
<b>Signed:</b>		<b>Date:</b>	____/____/____
<b>Name: (Director)</b>			
<b>Signed:</b>		<b>Date:</b>	____/____/____