MILDURA BASE PUBLIC HOSPITAL

www.mbph.org.au
ABN: 73 543 496 421
P: (03) 5022 3333 **F:** (03) 5022 3228
A: Ontario Avenue, Mildura VIC 3500

POSITION DESCRIPTION

Position:	Clinical Trials Nurse / Clinical Trials Coordinator
Directorate	Medical Services
Division:	Clinical Trials & Research Unit
Business Unit:	Clinical Trials & Research Unit
Enterprise Agreement	Nurses & Midwives (Victorian Public Sector) Single Interest Enterprise Agreement 2024-2028 Or Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025
Reports to:	Clinical Trials Unit Manager

MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 1200 staff and has 172 beds and provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

VISION

Mildura Base Public Hospital – providing exceptional care.

PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to **page 7** of this document.

INCLUSION

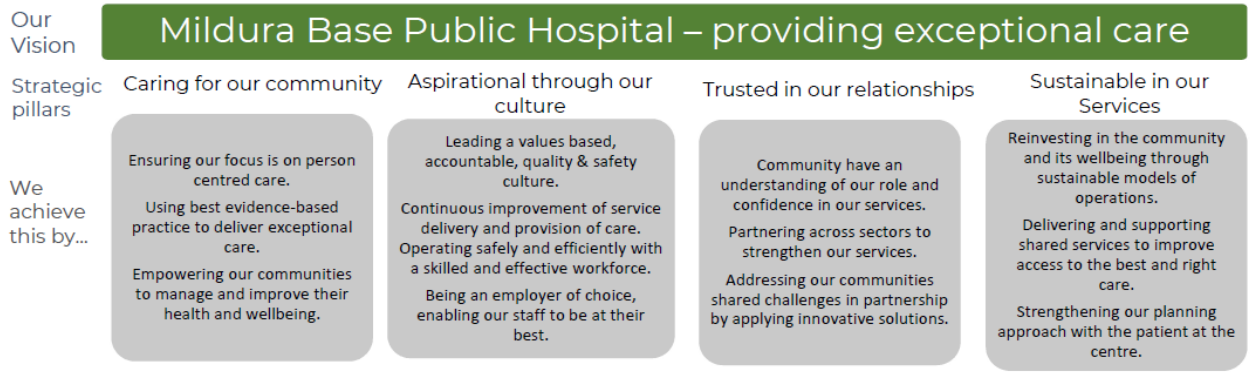
At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

www.mbph.org.au
ABN: 73 543 496 421
P: (03) 5022 3333 **F:** (03) 5022 3228
A: Ontario Avenue, Mildura VIC 3500

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

STRATEGIC OBJECTIVES



CLINICAL TRIALS AND RESEARCH

Clinical Trials & Research Unit at Mildura Base Public Hospital was established 2023, to allow for improved access to clinical trials for patients located in the Northern Mallee region. The current trial portfolio at the unit spans various cancer clinical trials. The department has a strong focus on research excellence and the integration of clinical trials into standard care, with a view of adding clinical trials in other specialities in the coming years.

POSITION SUMMARY

The Clinical Trial Nurse / Coordinator supports the planning, conduct, and delivery of clinical trials, working closely with the Clinical Trials Manager, Principal Investigators, and broader multidisciplinary teams. The role is responsible for day-to-day study coordination, including patient recruitment, trial documentation, ethics and governance requirements, and data collection in accordance with Good Clinical Practice (GCP) and institutional policies.

The position plays a vital role in ensuring high-quality trial conduct and contributes to the department's goal of improving access to innovative therapies for MBPH patients. The Clinical Trial Nurse / Coordinator liaises with internal and external stakeholders including patients, investigators, sponsors, CROs, and the Research Governance Officer (RGO), supporting the delivery of both investigator-initiated and industry-sponsored clinical trials.

The successful incumbent will ensure all clinical trials are performed in accordance with the study protocol and in line with regulatory, ethical and legal requirements as defined by;

- Good Clinical Practice (ICH-GCP)
- Therapeutic Goods Administration (TGA)
- NHMRC Statement on Ethical Conduct in Human Research
- Applicable state/federal privacy laws; and
- Clinical Trials Standard Operating Procedures and Working Instructions

www.mbph.org.au
ABN: 73 543 496 421
P: (03) 5022 3333 F: (03) 5022 3228
A: Ontario Avenue, Mildura VIC 3500

KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all MBPH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Organise own workload to ensure that the interests of the participants on the clinical trial are met.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Support the coordination and conduct of clinical trials, ensuring compliance with GCP, institutional guidelines, and trial protocols.
- Make clinical and professional decisions related to clinical trial protocols, whilst also recognising the importance of escalating clinical issues to the Principal Investigator(s) when required.
- Collaborate with the Clinical Trials Manager and Principal Investigators to support study feasibility, start-up, ethics and governance submissions, and contract execution.
- In consultation with the treating doctor and/or the Principal Investigator, analyse and assess each participant's condition to establish the continuing care plan, appropriate action and future participation in a clinical trial
- Coordinate participant recruitment, informed consent, screening, enrolment, and follow-up processes in accordance with approved protocols.
- Provide ongoing advice and information to patients and be actively involved in the ongoing informed consent process.
- Maintain accurate and timely source documentation, case report forms, and electronic data capture systems for assigned trials.
- Schedule and coordinate trial-related procedures, visits, and assessments with multidisciplinary teams.
- Perform schedule of events activities including dosing, blood draws, ECG's, vital signs as per trial protocol and within scope of practice
- In the absence of senior unit staff, assume responsibility for daily operational issues in regard to clinical trial protocols.
- Liaise with sponsors, CROs, monitors, and the RGO to ensure timely resolution of queries, monitor visits, and reporting requirements.
- Liaise with other clinical trial centres and multidisciplinary research teams where required.

www.mbph.org.au
ABN: 73 543 496 421
P: (03) 5022 3333 F: (03) 5022 3228
A: Ontario Avenue, Mildura VIC 3500

- Liaise with collaborators and external regulatory and statutory research bodies as required.
- Ensure clinical trial data is entered in a timely manner, and in accordance with agreed timelines.
- Assist in maintaining trial master files and investigator site files, ensuring all essential documents are current and audit-ready.
- Contribute to the preparation and submission of trial amendments, reports, and correspondence to HRECs and governance bodies.
- Track study activity and generate invoicing documentation to ensure accurate and timely billing in line with executed study budgets.
- Monitor participant safety and escalate adverse events and protocol deviations per study and institutional requirements.
- Propose and develop working practices and innovative processes within the trial unit and assist in their implementation.
- Contribute to team meetings, sponsor site visits, audits, and inspections as required.
- Provide mentorship and onboarding support to new or junior trial nurses / coordinators, as appropriate to experience level.

KEY RELATIONSHIPS

Internal

- Clinical Trials Manager
- Principal Investigators
- RGO
- Ward-based, outpatient, and nursing and medical staff
- Other MBPH Research Staff

External

- Patients and their families/carers
- Clinical trial sponsors (pharmaceutical, biotech, and academic)
- Contract Research Organisations (CROs)
- Monitors and auditors (sponsor, CRO, institutional)
- Collaborative research partners and external trial networks
- Interstate or international sites participating in multicentre studies

KEY SELECTION CRITERIA

Formal Qualifications:

- A degree in a nursing, health, life sciences, related field, or equivalent relevant experience in clinical research

Essential:

- Experience coordinating or supporting clinical trials within a hospital, research, CRO or sponsor setting
- Working knowledge of ICH-GCP, the National Statement, and Australian clinical trial governance frameworks
- Familiarity with the submission of ethics and governance applications, and version control of study documents

www.mbph.org.au
ABN: 73 543 496 421
P: (03) 5022 3333 **F:** (03) 5022 3228
A: Ontario Avenue, Mildura VIC 3500

- Demonstrated ability to manage study activities such as participant screening, data entry, and visit coordination
- Strong interpersonal and written communication skills, with the ability to liaise with investigators, patients, and external stakeholders
- High level of attention to detail and organisational skills, including accurate documentation and audit-readiness
- Ability to work both independently and within a multidisciplinary team, balancing multiple priorities
- A commitment to professional conduct and discretion, particularly in managing sensitive patient and sponsor data
- Sound computer literacy, including use of Microsoft Office and electronic clinical trial systems (e.g., ERM, eISF, eCRF)

Desirable:

- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) – if applicable.
- Prior experience working in oncology, mental health, cardiology nursing and/or clinical trials.
- Venepuncture, 12-lead ECG, vitals and collection of trial specimens from participants
- Experience with database entry, query resolution, or clinical data management
- Familiarity with sponsor systems
- An understanding of the broader research and hospital landscape, including collaborative trial groups and multi-site studies

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of MBPH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements
- Timely and accurate coordination of clinical trial activities, including participant visits, data entry, and essential document management

MANDATORY REQUIREMENTS

Registration with Professional Association:

For example, AHPRA, AHRI, etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

National Police Record Check

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

MILDURA BASE PUBLIC HOSPITAL

www.mbph.org.au
ABN: 73 543 496 421
P: (03) 5022 3333 **F:** (03) 5022 3228
A: Ontario Avenue, Mildura VIC 3500

Working with Children Check:

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Drivers Licence

A current Victorian driver's licence is required for this position

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.

ACKNOWLEDGEMENT BY EMPLOYEE

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: _____

Employee Signature: _____

Date: _____

MILDURA BASE PUBLIC HOSPITAL — OUR VALUES AND BEHAVIOURS

Happy
WE ARE POSITIVE

As an organisation
We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

Individually
- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best

Empathetic
WE ARE CARING

As an organisation
We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

Individually
- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care

Accountable
WE ARE COMMITTED

As an organisation
We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

Individually
- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.

Respectful
WE ARE OPEN TO OTHERS

As an organisation
We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

Individually
- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences

Team-based
WE ARE ONE TEAM

As an organisation
We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

Individually
- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

LANGUAGE WE USE
- "I choose..."
- "I care..."
- "I prefer..."
- "I will..."
- "I can..."
- "Is there a better way to do this?"
- "Can we explore that more so I can understand it better?"
- "We will...us...we can...."

LANGUAGE WE DON'T USE
- "I have to..."
- "I must ..."
- "If only..."
- "Ah well, that is because of XYZ.."
- "Our processes do not let us do it"
- "Things have always been done this way"
- "Them and us"

THINGS WE DON'T DO
- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome