

Position Description

Clinical Trial Nurse Coordinator

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| Group | Research Translation & Healthcare Improvement |
| Team | Clinical Trials |
| Reports to | Clinical Trial Nurse Manager |
| Direct Reports | 0 |
| Work Location | HMRI Building, 1 Kookaburra Dr, New Lambton Heights |

Position summary

HMRI is recognised for its excellence in provision of clinical research support to improve the health and wellbeing of our community. Through HMRI's world-class clinical trials service, comprising an ecosystem focused, co-developed Clinical Trial Support Unit (CTSU) and a Clinical Trial Coordinating Centre, HMRI plays a vital role in supporting high-quality, patient-centred research across the Hunter New England region that advances health outcomes and drives innovation in care.

With the support of the HMRI Clinical Trial Nurse Manager, this role is responsible for the effective and efficient coordination of clinical trials within HMRI's Clinical Trial Facility, ensuring safe and compliant nursing and trial coordination practices are embedded throughout all clinical trials to maintain a high standard of delivery.

Key Responsibilities

Trial Coordination & Clinical Nursing

- Coordinate patient participation in clinical trials conducted within HMRI's Clinical Trial Facility
- Deliver direct and indirect clinical trial related care of patients, ensuring any associated data collection is in accordance with applicable standards and acting as an advocate for patients
- Assist with patient recruitment to clinical trials
- Prioritise a culture of participant safety across all aspects of trial processes.
- Monitor and report on the progress of clinical trials including management of resources, patient compliance, adverse reactions, results, and general data quality to make recommendations to the relevant research and clinical leads, and managers as appropriate.
- Ensure that clinical trial procedures are performed in compliance with study protocols, ethical standards, and standard operational procedures (SOPs). Identify any gaps in processes and procedures and work with relevant team members to continuously update and improve as required.

Communication

- Communicate effectively and maintain professional relationships with internal and external stakeholders, including sponsors, regulatory bodies, research participants and other staff

Education and Training

- Help support a culture of commitment and high performance through sharing knowledge within the team and providing meaningful feedback on processes and opportunities for improvement

Compliance and Quality

- Maintain a safe work environment by taking reasonable care for own and staff health and safety.
- Undertake duties to an agreed performance standard to support safe, high-quality medical research with a focus on continual improvement, efficiency, effectiveness, and sustainability.
- Any other duties commensurate with skills and experience

Skills and Qualifications

Key Selection Criteria

Essential Requirements:

- AHPRA Registered Nurse or Endorsed Enrolled Nurse
- Current Working with Children Check or willing to obtain
- Current Criminal Record Check or willing to obtain
- Relevant vaccinations to meet NSW Health Category A vaccination status or willing to obtain
- Comprehensive knowledge of ICH/GCP guidelines, regulatory requirements and an understanding of the National Clinical Trials Governance Framework
- Strong interpersonal, communication, and organisational skills
- Proven ability to manage clinical trials in accordance with study protocols and SOPs

Desirable Experience:

- Experience in early-phase clinical trials
- Minimum 12 months of experience in a similar role within a clinical trial setting

I confirm that I have read this Position Description, understood its content and agree to work in accordance with the requirements of the position. I also understand that this document is intended to provide an outline of the key responsibilities of the position and that aspects of the document may change over time.

Employee Name

Employee Signature

Date