Position Title: Clinical Trial Nurse Coordinator Fixed Term, 12 months.	Business Line: Clinical Trials/Nursing
Position Reference No.	N0900369
Reporting to:	Director of Research and Executive Director

1. Primary Purpose:

The Clinical Trial Nurse Coordinator is accountable for supporting the research activities at the Skin and Cancer Foundation Inc. The role requires facilitating the coordination and delivery of patient care in accordance with clinical trial protocols and working closely with medical and administrative staff in the provision of trial related services. The clinical trial nurse coordinator is also involved in maintaining a professional, safe and supportive work environment, and participating in the ongoing development of research services. This role undertakes provision of nursing services in clinical trials.

2. Principle Responsibilities:

The principle responsibilities of this role are:

- Provision of care to clinical trial participants in accordance with ICH/GCP standards and in accordance with human research ethics committee approved protocols.
- Ensure patients receive appropriate, competent and quality clinical care
- Ensure care is customer/participant focused
- Effectively work with all members of staff and Probity Medical Research to meet the needs of patients/participants
- Display commitment and individual responsibility to professional development
- Maintain confidentiality of both written and electronic patient/participant information and commitment to ethical standards
- Participate in initiatives and contribute suggestions for improvements and/or efficiencies to enable ongoing quality and continuous improvement
- Participate in the patient recruitment process and identify strategies to achieve patient recruitment targets
- Interview/phone screen participants to asses suitability for trials
- Coordinate visits and strictly adhere to trial protocol visit schedule, while not compromising patient/participant welfare
- Perform necessary testing/investigations (including, but not exclusive to, venepuncture and ECG) on successful participants in accordance with the trial protocol
- Participate in and facilitate trial monitoring visits and any other visits that may be necessary or relevant to the trial

- Communicate as and when appropriate with sponsors and or Clinical Research Organisations (CRO) and their employees
- Facilitate audits by ethics committees, regulatory authorities (including, but not limited to TGA, EMEA and FDA), sponsor, and CRO.
- Uphold the Skin and Cancer Foundation Inc. values, integrity and good reputation
- Represent Skin & Cancer Foundation Inc. through the provision of continuous and consistent excellence in the delivery of customer services
- Understand, apply knowledge and possess an ability to locate all policies and procedures provided by the Foundation including compliance with health and safety legislation, workplace initiatives and demonstrate with positive actions in the workplace
- Train and guide new or less experienced team members on processes and systems and provide support as required
- Maintain positive working relationships

3. Qualifications:

- Bachelor of Nursing (or equivalent)
- Current registration as a Division 1 nurse with the Australian Health Practitioner Regulation Agency (AHPRA)

4. Knowledge, skills and experience:

The successful applicant is required to:

- Possess excellent communication skills, both written and oral, with a highly developed understanding of patient and client needs
- Possess high level of clinical skills with a demonstrated ability to take blood and ECG's
- Possess a high level of computer skills
- Be flexible in approach to all undertakings
- Possess a willingness to learn new skills
- Be efficient in time management and organisational skills
- Be honest, trustworthy and possess a high level of integrity
- Be able to work independently whilst having a demonstrated ability to work within a team environment
- Interact with patients and members of the public who could display challenging behaviour (verbal) and/or a range of emotional expressions
- Possess an ability to work across multiple locations
- Possess an ability to work rotating shifts (as required)
- Understand the clinical trials industry

5. Key Performance Criteria:

The key performance criteria for this role are:

- Ensure patients/participants receive timely and quality care in accordance with research protocol
- Ensure trials are run efficiently and in a professional manner
- Fully participate as a member of the clinical trial team undertaking all tasks and maintaining positive working relationships
- Maintain confidentiality of both written and electronic patient information and commitment to ethical standards of the Skin and Cancer Foundation Inc.
- Maintain a supportive and positive working environment whilst complying with all Foundation policies and procedures and ability to access information as required
- Identify opportunities to be cost efficient whilst improving bench marked activities
- Contribute and participate in staff performance appraisals and undertake annual professional development
- Ensure all activities meet legislative requirements and AHPRA requirements.
- Ensure health services provided meet statutory requirements and achieve infection control and quality assurance objectives
- Adapts easily to changing business needs, conditions and work responsibilities.
- Adapts approach, goals and methods to achieve successful solutions and results to those of the research department and Foundation objectives
- Is thorough when performing work and conscientious about attention to detail
- Proven record of integrity and commitment to comply with health and safety in the workplace and a commitment to ethical practice including upholding the Skin & Cancer Foundation Inc values and good reputation
- Builds, maintains and provides internal and external customer satisfaction with the services offered by the organisation including providing a high level of customer service
- Earns the trust, respect and confidence of team members and customers through consistent honesty, forthrightness and professionalism in all interactions
- Uses learning techniques to acquire and apply new knowledge and skills appropriate to this position through opportunities for self-learning and development
- Undertake other relevant duties as directed by Director of Research and Executive Director.

6. Security:

In this position there is a requirement to be an Australian citizen or have appropriate visa standard, must be security conscious and have the capacity to work in a secure environment.

7. Delegation:

In the absence of the incumbent, his/her manager shall delegate another staff member of equal authority or higher to undertake the incumbent's responsibilities.

8. QUALITY, NSQHS & OHS REQUIREMENTS:

- As required by legislation, comply with measures in place to ensure the health, safety and welfare of all staff and other stakeholders.
- Lead by example and actively promote a culture of safety in the workplace.
- Ensure the Quality Management Systems & NSQHS standards are implemented to ensure compliance for external certification.
- As required, demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc.
- Initiate actions to improve health and safety within area of responsibility.
- Undertake to be proactive in achieving customer satisfaction

9. Environment:

This position deals with a wide range of tasks. Confidentiality and sensitive handling of information are both strong features of this role as is the ability to be flexible and adaptable.

I..... (Print name) agree that this is

A true indication of the duties associated with my role as a Clinical Trial Nurse Coordinator. I will abide by the duties listed.

..... *(Signature)*

..... *(Print Name)*

..... *(Date)*