# POSITION DESCRIPTION

## Clinical Research Nurse

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| **POSITION NUMBER** | New |
| **RESEARCH UNIT** | Retinal Gene Therapy |
| **CLASSIFICATION** | Professional |
| **EMPLOYMENT TYPE** | Full-time, 12-month contract with the likelihood of extension<br>(Part-time also considered) |
| **REPORTS TO** | Dr Thomas Edwards (Unit Lead) |
| **BASE SALARY** | Professional Level 6 (commencing at $86, 666) |
| **SUPERANNUATION** | Employer contribution of 10.5% |
| **OTHER BENEFITS** | Salary packaging available (making part of your salary tax-free and increasing take-home pay)<br>For more information visit www.smartsalary.com.au |
| **HOW TO APPLY** | Visit www.cera.org.au and apply via our *Study and Careers* page |
| **CONTACT FOR ENQUIRIES ONLY** | CERA Human Resources<br>t: (03) 9929 8201 e: cera-hr@unimelb.edu.au<br>*Please DO NOT send your application to this email address* |

**The Centre for Eye Research Australia is an equal opportunity employer and is committed to promoting a diverse and inclusive workforce. We encourage people from diverse backgrounds to apply for positions within our organisation.**

**For further information about us visit www.cera.org.au**

## Position Summary

This rewarding role offers the opportunity to work alongside surgeons, clinical trial coordinators, basic science researchers, clinicians and students. The incumbent will be primarily involved in industry-sponsored gene therapy trials however, there is scope to also be a part of research projects working in other areas of vision restoration. The principal responsibilities of this role will include biospecimen collection (phlebotomy, urine & saliva sampling) and processing of samples for shipment, performing electroretinograms and assessment of vital signs. Working with the unit Heads, the incumbent will facilitate the review of safety reports and monitoring of participant well-being. Additionally, the incumbent will also assist with clinical trial coordination (i.e. visit scheduling, resource management, maintaining site folders, updating medical history logs, liaison with trial-sponsor delegates), data entry, and some basic statistical analysis.

Our Unit fosters shared knowledge and supportive teamwork. We learn from each other and seek opportunities to expand our knowledge base. As such, this role offers the opportunity to upskill in new areas which may include ophthalmic assistance such as performing visual acuity assessments. If not already skilled in these areas, we will provide training for the incumbent to learn basic vision testing and ocular imaging skills.

## Key Responsibilities

1. Monitor participant safety in trials and studies which includes performing ECGs, vitals assessment and collection of information regarding any adverse events and reporting events as required.
2. Collect biospecimens from research participants that includes phlebotomy, saliva and urine samples as per project protocol.
3. Preparation of human samples for shipment to laboratories for analysis that includes processing samples (i.e. separating plasma and serum using a centrifuge), aliquoting samples (note, lab training can be provided and preparation of samples for shipment (following safe transport guidelines).
4. Administration of select sub-cutaneous therapies as per trial protocol (training provided).
5. Work alongside Trial Coordinators, Researchers and Principal Investigators to conduct clinical trials which includes, but is not limited to, performing administrative tasks associated with operational activity of clinical trials.
6. Assist with the identification and recruitment of participants into trials and scheduling of participant appointments. As such, communicate the purpose and requirements of research to a broad range of audiences.
7. Accurate data collection and entry of study data onto hard copy and electronic Case Report Forms.
8. Contribute to fostering high quality research output and be a strong team player.
9. Other tasks, as directed by the Clinical Operations Manager and Heads of Unit.

## Selection Criteria

***ESSENTIAL***

1. Degree in nursing which meets the registration requirements of the Nursing and Midwifery Board of Australia as a registered Nurse (RN).
2. Current registration with Australian Health Practitioner Regulation Agency (AHPRA).
3. Competent clinical skills with the ability to learn new techniques and procedures.

4. Excellent attention to detail and ability to adhere to documentation guidelines.
5. Strong interpersonal skills, including both written and verbal communication skills.
6. Ability to use online databases, enter data into iPads and other electronic/computer interfaces.
7. Ability to work within a team; actively listen and provide support to the team as required.

***DESIRABLE***

1. Clinical experience in an Ophthalmic setting or assessing individuals with impaired vision.
2. Clinical research experience and familiarity with research guidelines and regulations.
3. Experience working with industry sponsors, such as pharmaceutical companies, on research and development.
4. Experience with informed consent procedures and/or patient/family education and support around health outcomes and decisions.

## Job complexity, skills and knowledge

***Level of supervision/independence***

This role requires initiative and the ability to work autonomously but be an active member of a research team. The role will be supervised by a Senior Research Manager, who will be responsible for high level sponsor communication and stakeholder engagement, but the incumbent will be responsible for performing select assessments (i.e. safety assessments, phlebotomy) across trials as well as the potential to coordinate all tasks within a trial.

***Problem solving and judgement***

The incumbent must be able to prioritise work in a busy environment and have the ability to reprioritise assignments, often at short notice. In addition, he/she must be able to coordinate and work with a range of people to ensure tasks are completed on time and to a high standard of excellence.

***Professional and organisational knowledge***

The incumbent needs to become familiar with internal operational policies and standard operating procedures of CERA and the University of Melbourne. The appointed person will be required to obtain a comprehensive understanding of Good Clinical Practice, clinical trial guidelines and specific project protocols. The incumbent must also be able to foster relationships with key individuals and organisational stakeholders, both internally and externally.

## Special requirements and other information

1. CERA is committed to providing a workplace that is healthy and safe for staff, students, patients, visitors, contractors, and the community. You are required to be fully vaccinated against COVID-19 (SARS-CoV-2), including with a booster dose, unless CERA grants you an exemption.
2. To be eligible for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.

3. You will be required to consent to a police check. Please note that people with criminal records are not automatically prevented from applying for the position and each application will be considered on its merits.
4. Occasional availability outside normal working hours for events, meetings and networking functions will be required.
5. You may be required to independently travel to various office locations or other external locations to fulfill requirements of the position.
6. You will be required to obtain a current Working with Children Check if assisting with trials involving children.
7. This position will have no direct reports.

## About us

The Centre for Eye Research Australia (CERA) is an international leader among ophthalmology research institutes. We conduct research with real-life impact looking at the causes of eye disease, preventing blindness through earlier diagnosis and better treatments, and restoring sight.

CERA has multidisciplinary research programs that cover the full spectrum from laboratory-based basic science and stem cell research through to genetics, translational and clinical research, as well as health and population-based research.

We are an independent medical research institute closely affiliated with the University of Melbourne and co-located, at the Royal Victorian Eye and Ear Hospital. The strength of this three-way relationship is key to the successful translation of research from the bench to the bedside.

CERA has two main locations in Melbourne, one at the Royal Victorian Eye and Ear Hospital and the other at the Eye and Ear on the Park hospital in East Melbourne. We have around 185 staff and students working across our two sites.

## Our vision and values

We strive to remain a world-leading eye research institute, renowned for the discovery of the causes of eye diseases and our work in improving diagnosis, prevention, treatment and rehabilitation of eye diseases, vision loss and blindness through our research, clinical work and teaching.

This vision is supported by our values of:

- **Integrity** – We are accountable and honest in the work we do. Credible, ethical and responsible research is our priority.
- **Unity** – We support and respect each other, celebrate our diversity and we pitch in when it is needed. In our work, keeping each other safe is always top of mind.
- **Agility** – We research with ambition, tenacity, innovation and creativity. We are nimble and responsive in our pursuit of excellence.
- **Making a difference** – We value collaborating and sharing our knowledge with each other and our community to make a real difference in the world. We never waiver from our goal of saving sight and changing people's lives for the better.

## Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) responsibilities

CERA is committed to providing a workplace that is healthy and safe for staff, students, patients, visitors, contractors and the community. We aim to develop and maintain a culture that encourages all staff to actively manage health and safety risks and to consider the environment.

Our staff have a duty to take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.