The Florey
Advancing Brain Research

Position Description

Position Title: Research Nurse - Full-time	**Date Prepared:**
Position Reports To: Principal Investigator Colin Masters	**Theme/Team:** Neurodegeneration and Neuropathology Group
Classification: RA3-RA6 Commensurate with qualifications/experience.	**Location:** Oak Street, Parkville
Key Relationships: • Contributing study sites and service providers • Home nurses/monitors/regulatory bodies	**Primary Purpose:** Coordinate study activities including liaising with a multidisciplinary team across separate institutions. Promoting recruitment and study awareness. Maintaining ethical and regulatory study approvals, contracts and budgets.

Primary Responsibilities:

- Obtaining and maintaining suitable knowledge and experience to coordinate all arms of the Dominantly Inherited Alzheimer Network study including the following study areas:
    - DIAN-TU E2814 Study
    - DIAN Expanded Registry
    - DIAN Observational Study
    - DIAN-TU upcoming Studies
- Maintain HREC, governance and regulatory approvals and submissions through guidance and coordination with the study Sponsors.
- Maintain integrity of study procedures by ensuring it is conducted to study protocols and standard operating procedures, including Good Clinical Practice Guidelines.
- Obtain in depth understanding of a comprehensive protocol and manual of operations involving multiple modes of data collection and study activities.
- Ensuring study protocols and processes are adhered to in accordance with regulatory compliance and study guidelines, such as ensuring pertinent study data is captured and recorded, hard copy and electronic investigator site files are suitably maintained.
- Maintain data integrity, quality processes and resolving monitor generated queries.
- Scheduling of participant visits, including travel and accommodation bookings for interstate participants.
- Coordination of study procedures across multidisciplinary teams at multiple institutions bus using several internal and external systems and databases to track, review and store study data and schedules.

- Increase awareness of the study; participant screening and recruitment; and liaise with participants and their families.
- Liaison with primary health care providers regarding medical history for conduct preliminary screening and explanatory sessions for potential participants.
- Collect blood samples, perform ECGs and other trial related assessments.
- Support the collective vision and mission of the Florey through
    - open and collaborative communication that promotes positive and respectful relationships
    - fostering and supporting innovation within the team and broader Institute teams
    - excellence in practice driven by a focus on equity, diversity, and inclusivity

Occupational Health & Safety:

- Eliminate, or otherwise reduce so far as practicable, the risks of injuries, diseases and ill health that arise as a result of Florey Institute activities through compliance with the Florey OH&S policy and procedure.
- Continually incorporate and support improvement of the management of OH&S practices for Florey related activities
- Create and promote a positive and equitable workplace through awareness of issues that impact on health and wellbeing

Skills/Qualifications:

- Bachelor of Nursing and/or suitable clinical trial experience
- Current Victorian Driver Licence.
- Excellent interpersonal and communication skills.
- Documentation and computer skills.
- Competent and adaptive IT skills.

Experience/Knowledge:

- Knowledge of Good Clinical Practice.
- Understanding and experience with sponsored clinical trials.

Desirable

- ECG and venepuncture experience.

General Attributes:

- The role requires both working independently and taking direction, a fine eye for detail and the ability to conduct procedures in accordance with specific guidelines.

Employee Name:	**Employee Signature:**	**Date:**