<table>
<thead>
<tr>
<th>POSITION DESCRIPTION</th>
<th>Alfred Health Melbourne Sexual Health Centre</th>
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<tbody>
<tr>
<td>DATE REVISED:</td>
<td>March 2021</td>
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<tr>
<td>POSITION:</td>
<td>Research Nurse</td>
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<tr>
<td>AWARD/AGREEMENT:</td>
<td>Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020</td>
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<tr>
<td>CLASSIFICATION TITLE:</td>
<td>Research Nurse Level 2</td>
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<tr>
<td>TERM:</td>
<td>Full time 1.0 EFT fixed for 12 months, commencing May 2021</td>
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<tr>
<td>DEPARTMENT/UNIT:</td>
<td>Melbourne Sexual Health Centre</td>
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<tr>
<td>CLINICAL PROGRAM:</td>
<td>Alfred Speciality Program</td>
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<tr>
<td>DIVISION:</td>
<td>MSHC Research</td>
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<tr>
<td>ACCOUNTABLE TO:</td>
<td>Director of Melbourne Sexual Health Centre/Alfred Speciality Medicine</td>
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<tr>
<td>OPERATIONALLY ACCOUNTABLE:</td>
<td>Principal Investigators Nursing and Medical Services Managers</td>
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**ALFRED HEALTH**

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham and Melbourne Sexual Health Centre. Further information about Alfred Health is available at [www.alfredhealth.org.au](http://www.alfredhealth.org.au)

**MELBOURNE SEXUAL HEALTH CENTRE (MSHC)**

Melbourne Sexual Health Centre (MSHC) has been in operation for 100 years having been established in 1918 as a specialised unit for the diagnosis and treatment of sexually transmitted infections (STIs). The service has established a reputation for clinical excellence by providing high quality sexual health care.

Services provided by MSHC include screening, testing, counselling, information, referral, health education and clinical management of STIs including HIV treatment and prevention. The Centre is a leading facility in sexual health research. MSHC employs approximately 95 staff, comprising Administrative Staff, Counsellors, Medical Officers, Nurses, Pharmacists, Laboratory Scientists and Researchers. Research Nurses at MSHC play an important role in developing and supporting research projects undertaken at the centre.

Further information about MSHC is available at [www.mshc.org.au](http://www.mshc.org.au)
OUR PURPOSE

- To improve the lives of our patients and their families, our communities and humanity.

OUR BELIEFS

Our staffs are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do.
- How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental.
- Excellence is the standard we work every day. Through research and education, we raise the bar for tomorrow.
- We work together. We play vital roles in a team that achieves extraordinary results.
- Our leadership shares ideas and demonstrates behaviours that inspire others to follow.

DEPARTMENT

Title Research Nurse Level 2

You will be working along-side a group of experienced sexual health researchers who share knowledge and assist each other in their project recruitment and management. The research nurse team works separately to, but alongside the operation of our walk in sexual health service. MSHC is an established site for sexually transmissible infections (STIs) and HIV research having conducted a number of previous research studies and trials.

This position will provide an opportunity to work as part of a collaborative research group consisting of researchers from MSHC, Monash University and The University of Melbourne. This position involves being part of the sexual health research team, working within the research unit.

POSITION SUMMARY

This is an exciting opportunity for an enthusiastic level 2 research nurse to work in a variety of investigator initiated, collaborative group and pharmaceutical sponsored projects on sexual health that are currently underway along with future projects over the next 12 months. You will be working along-side a group of experienced sexual health researchers who share knowledge and assist each other in their project recruitment and management. The research nurse team works separately to, but alongside the operation of our walk in sexual health service.

This position will provide an opportunity to work as part of a collaborative research group consisting of researchers from MSHC, Monash University and The University of Melbourne. This position involves being part of the sexual health research team, working within the research unit. All nurses at MSHC report to the nursing services manager (NSM) for issues relating to leave, professional development, scope of practice, and HR items. Research nurses at MSHC will have performance meetings in line with all nurses at MSHC. For research nurses, the annual performance review is a collaborative process between the nurse, the Principal Investigator (PI) and the NSM.
KEY DUTIES AND RESPONSIBILITIES

The appointee will be responsible for setting up the logistical aspects of research project(s) and for the management of their day-to-day operations under the guidance and supervision of the investigators and research nurse co-ordinator. Specific responsibilities will include:

- Optimizing screening, recruitment and retention of participants into research projects
- Follow-up and provision of test results to participants
- Monitoring recruitment and retention and with research staff identify strategies to improve recruitment and retention
- Meeting project deadlines with the direction and support of investigators and senior research nurses
- Completing study related documentation i.e. administering questionnaires, specimen collection as per protocols
- Collection of study data, data entry and maintenance of a study database
- Maintaining accurate clinical records and associated clinical research data
- Provision of education to other research collaborators and participants related to specific research protocols
- Assisting with other research projects and work with other research nurses overseeing other projects
- Ensuring effective liaising and communication (i.e. newsletters/reports) with multidisciplinary staff and external key stakeholders
- Other administrative duties as required.

KEY CAPABILITIES

- Ability to prioritise tasks and work to tight timelines, effectively and collaboratively with multidisciplinary research collaborators.
- Ability to generate new approaches and ideas to improve the operational aspects of studies and to bring these concepts to investigators for discussion
- Knowledge and experience in the provision of sexual health care
- Understanding of ICH-GCP, privacy laws, regulatory and ethical issues in clinical research
- Well-developed interpersonal and communication skills, particularly the ability to respond in a non-judgmental and sensitive manner to a diverse client group
- Thorough understanding of the principles of confidentiality
- Experience in undertaking STI/HIV testing
- Ability to use a range of contemporary computer applications (i.e. Microsoft office, Excel, Access and web based applications).

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Alfred Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF

- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role.

QUALIFICATIONS/EXPERIENCE REQUIRED

**Essential**

- Current registration with AHPRA as Registered Nurse Division 1 for at least 5 years.
- Proven experience as a research nurse and/or experience in sexual health nursing.
- Willingness to undergo Police check and working with children check.
- Ability to take blood and specimen collection according to medical and research protocols.

**Desirable**

- Previous experience as a research nurse and/or experience in sexual health nursing.
- Relevant postgraduate qualification.
- Certificate in Good Clinical Practice.

Position Description authorised by: Ria Fortune Date: March 2021