POSITION: MSNI Clinical and Research Nurse, Level 2
CLASSIFICATION TITLE: Level 2 Clinical and Research Nurse
AWARD/AGREEMENT: Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020
DEPARTMENT/DIVISION: MS and Neuroimmunology / Neurology
CLINICAL PROGRAM: Alfred Brain
DIVISION: Operations
ACCOUNTABLE TO: Primary: Head, MS and Neuroimmunology / Neurology

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.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR PURPOSE

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

OUR BELIEFS

Our staff 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 measure we work to everyday. Through research and education we set new standards for tomorrow.

- We work together. We all play vital roles in a team that achieves extraordinary results.
- We share ideas and demonstrate behaviours that inspire others to follow.

DEPARTMENT OF NEUROLOGY

Neurology has long been recognised as one of the major clinical and research strengths of Alfred Health. Core activities of the department include: Specialist clinics (and consultants with particular expertise) in Movement Disorders, Neuropathy, Headache, Multiple Sclerosis and Neuroimmunology (MSNI), Epilepsy, Stroke and Neurogenetics. There is an active Neurophysiology Department providing EEG, EMG, Evoked potential studies and Tremor analysis and a strong neuropsychology service.

THE MS AND NEUROIMMUNOLOGY (MSNI) UNIT

The MS and neuroimmunology service encompasses several specialized medical clinics with integrated nursing services as well as opportunities for clinical and translational research. The clinics will care for patients with all forms of Multiple Sclerosis (with patients from Victoria and referrals from interstate) as well as other neuroimmunological conditions such as NMO spectrum disorders, autoimmune encephalitis, sarcoidosis, and rare conditions such as Behcet's disease and CNS vasculitis.

The Alfred MS / Neuroimmunology service will be conducting investigator-initiated studies as well as clinical trials that are pharmaceutical company sponsored. The services of the MS and neuroimmunology unit will co-exist with a dedicated infusion centre equipped to deal with the needs of patients in a safe and timely manner with state-of-the-art facilities and access to evidenced based immunotherapies.

KEY RESPONSIBILITIES

The MSNI Clinical and Research nurse role provides an opportunity to join a dynamic team that is part of the MS and Neuroimmunology service in the Department of Neurology, at Alfred Health. The Clinical and Research nurse will be part of a larger clinical research team that is managed by the MSNI research coordinator, Ms Janene Richards. The MSNI nurse consultant, Ms Louise Rath is the clinical nursing manager and educator for the MSNI nursing team and the appointee will be reporting to Ms Rath. In addition, the role will be embedded in the larger MSNI team of Neurologists, other MSNI nurses, research coordinators, scientists, and other medical staff, to provide a streamlined and efficient interaction with study participants and patients at Alfred health as well as at the Central Clinical School, Monash University.

The primary role of the Clinical and Research Nurse is to provide research support for clinical trials and investigator initiated studies as well as assisting the MS nurse consultant in risk management programs and support of patients in the service. The role will comprise management of studies including ethics and governance submissions, patient recruitment to research studies, data management and preparing reports. These responsibilities are listed below. In addition, the appointee will have the opportunity to develop subspecialty knowledge and skills in MS and neuroimmunology. The position is for 3-4 days a week (Monday to Thursday) and will require the appointee to attend MSNI clinics at Alfred Health at both the Prahran, Caulfield and Sandringham hospital campuses. The appointee will be required to work at other study-specific locations as required and to interact with staff at other study sites nationally and internationally.

Responsibilities include:
- Assist in the submission of Health Human Research Ethics Committee Ethics (HREC) and Governance Submissions, amendments and progress reports.
- Intimate knowledge of approved protocols and visit schedules for specific studies
- Attend MSNI Clinics to coordinate recruitment and retention of participants in studies
- Communication with participants to obtain informed consent
- Assisting participants to complete questionnaires where needed
- Take blood and other biological samples (as required) for investigator-initiated trials
- Record an ECG as required
- Data entry into clinical databases (MDS, RedCap and others) used in the MSNI clinics
- Data maintenance, data filing, data storage and data processing
- Support the clinical activities of the MSNI nurse consultant including providing patient education and support.

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

KEY SKILLS AND CAPABILITIES
- Strong commitment to chronic disease care
- Strong commitment to research
- Venepuncture, cannulation and ECG proficient
- Organisational and time management capabilities
- Strong communication and interpersonal skills
- Excellent teamwork capabilities
- Personal integrity/discretion
- Ability to function independently and show initiative
• Resilience and confidence

**DESIRABLE**

• Experience in the Nursing of Neurological Patients
• Past research experience
• Understanding of ICH-GCP

**QUALIFICATIONS/EXPERIENCE REQUIRED**

• Registration as a Registered Nurse (Division 1) with the Nursing and Midwifery Board of Australia

*Position Description authorised by: A/Prof Anneke van der Walt*

*Date: 02 March 2020*