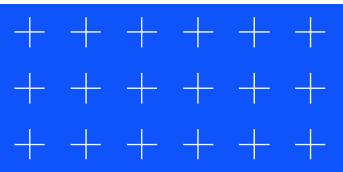


Advancing health for everyone, every day.

Could this be you?

Join the Royal Melbourne Hospital team





Position Description

Dementia Research Nurse Coordinator





THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At the RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it the Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



Lead with Kindness



Together

True excellence when we work a

Excellence



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

- 1. Be a great place to work and a great place to receive care
- 2. Grow our Home First approach
- 3. Realise the potential of the Melbourne Biomedical Precinct
- 4. Become a digital health service
- 5. Strive for sustainability





Position Description

Position Title: Dementia Research Nurse Coordinator

Service: Medical Services

Location: RMH - City Campus

Reports To: Head of Dementia trials

Enterprise Agreement: 2. Nurses and Midwives (Victorian Public Sector) (Single

Interest Employers) Enterprise Agreement 2020-2024

Classification: YU13

Employment Status: Part Time, Fixed Term

Immunisation Risk Category: Category A

Date of Review: September 2025

POSITION SUMMARY

The Dementia Research Nurse Coordinator role requires clinical expertise in the field of dementia. This position will act as point of contact for nursing and medical staff and will provide education to assist with the management of dementia conditions according to evidence based practice.

The Dementia Research Nurse Coordinator will have well-developed administrative and organisational skills, together with a high level of accuracy and attention to detail. At times, there may be a requirement to work, under time constraints.

The Dementia Research Nurse Coordinator will be responsible for being a key point of contact for all the members of the multidisciplinary team, to achieve the best possible outcomes for each patient participating in dementia research.

DEPARTMENT DESCRIPTION

The Department of Neurology, Royal Melbourne Hospital is an internationally recognised centre for clinical research, including investigator-driven medical trials and research.

The Neurology Inpatient ward is on 8B. This state-of-the-art unit (opened in 2019) has 32 beds including 8 high dependency beds. The Neurology unit admits patients with acute neurological conditions across multiple subspecialties including epilepsy, neuroimmunology, neuromuscular, cognitive neurology, headache, and neuro-ophthalmology. There are 36 consultant neurologists, several clinical and research fellows, 4 neurology advanced trainees, basic physician trainees, neurology ward HMOs, and stroke interns.

In close partnership with the University of Melbourne and other research institutes in the Parkville Biomedical





Precinct and beyond, a myriad of research projects across the spectrum of clinical dementia and related disorders are actively pursued. Research outputs from the Unit have continued to make significant impact on clinical practice as well as research paradigms at national and international level.

KEY ACCOUNTABILITIES

- Commercially sponsored clinical trials: the Dementia & Seek feedback on your work including participation Neuropsychiatry Clinical and Research Units are active in annual performance discussion. in research. There are numerous clinical trials currently underway. The number of clinical trials may increase and decrease from time to time.
- · Investigator initiated studies: Various investigatorinitiated studies relating to novel treatments and investigations of neuropsychiatric conditions, pharmacogenetics, neuro-cognitive/neuropsychiatric function in dementia and wider neurology/neuropsychiatry.
- patients and their families.
- Assessment of patients referred for evaluation for trials
- being the direct point of contact for sponsors and CROs working with our team,
- Operational, and financial review of proposed studies, including budget and contract negotiations with CROs/sponsor, submissions to HREC/RGO,
- Additional responsibilities can include the protocol writing and overall project management of investigatorinitiated interventional trials, applications to funding bodies (NHMRC etc) for competitive funding of investigator-initiated studies and supervision of research students.

- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- · Respect that the RMH is a smoke-free environment.
- · Work collaboratively with colleagues across all RMH teams.
- Involvement in patient education. Act as a resource for other training and notice and their form.
 - Take reasonable care for your safety and wellbeing and that of others.
 - · Work in your scope of practice and seek help where required.
 - Work in partnership with consumers, patients and where applicable carers and families.

KEY RELATIONSHIPS

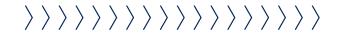
Internal

- Head Clinical Trials Dementia Unit
- Dementia Research Nurses
- · Office for Research Staff
- Neurologists
- Neuropsychiatrists
- Advanced Neurology/Neuropsychiatry Trainees

External

- Local and international pharmaceutical
- Companies Contract Research Organisations
- Referring specialists
- · General practitioners
- · Research unit staff of other hospitals





KEY SELECTION CRITERIA

Formal Qualifications

• Bachelor Degree in Neuroscience, Science, Psychology or related field

Essential:

- Commitment to live the Melbourne Way putting people first, leading with kindness and achieving excellence together.
- In depth knowledge of processes involved in sponsored clinical trials
- · Highly developed interpersonal and communication skills
- Excellent time-management and ability to prioritise
- · Advanced assessment skills and the demonstrated ability to collaborate with the multi-disciplinary team.
- Proficient in Microsoft programs: word, excel, access, email, outlook.
- Experience in review and development of policies and procedures.
- Demonstrated critical thinking and problem solving skills.
- Ability to be innovative, resourceful and adapt to change.

Desirable:

- Postgraduate Qualification in Neuroscience/Psychology/Psychiatry/Science
- In depth knowledge of processes involved in HREC and RGO submissions
- Strong negotiation skills with a clear understanding of required outcomes

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- · Ability to maintain a safe working environment and ensure compliance with legislative requirements

AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.





 Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.
ACCEPTANCE
I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that the RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.
Employee Signature
Employee Name (please print)
1 1
Date