

1. General Information

Position Title:	Research Assistant
Division/Department:	EJ Whitten Prostate Cancer Research Centre
Position Reports to:	Research Program Manager, EJ Whitten Prostate Cancer Research Centre
Enterprise/Individual Agreement:	Individual Agreement
Classification/Grade:	Not applicable
Location:	East Melbourne and various Epworth sites.
Employment Status:	Fixed-term 1 year, full time
Resource Management (for Management positions only) Number of Direct Reports: Budget under management:	Not applicable
Key Relationships - internal and external	Internal: <ul style="list-style-type: none"> • Centre Director, Research Program Manager, Clinical Research Coordinators and Epworth Principal Investigators and Co-investigators • VMOs (Urologists/ Urology Oncologists) affiliated with EJ Whitten Prostate Cancer Research Centre • Clinical / research staff in all relevant care areas and laboratories External: <ul style="list-style-type: none"> • Research participants and their carers • Other Principal Investigators and Co-investigators • Surgical, pathology and other clinical / research staff at key collection centres (eg. Melbourne Pathology) or research organisations • Appropriate professional bodies

2. Overview of Epworth HealthCare

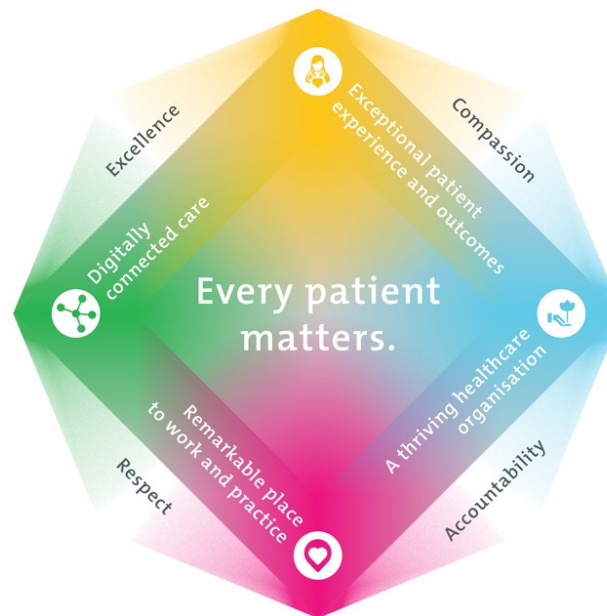
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

Epworth's purpose is Every Patient Matters.

Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.

Exceptional patient experience and outcomes - To empower our patients and deliver compassionate, expert and coordinated care.

A thriving healthcare organisation - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.
Remarkable place to work and practice - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.
Digitally connected care - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

4. Purpose of the Position

In this fixed-term (1 year), full time role , you will provide support to clinical research activities for various research projects affiliated with the EJ Whitten Prostate Cancer Research Centre Reporting to the Research Program Manager, and working closely with the Clinical Research Coordinator, you will be responsible for:

- Supporting research project(s) from commencement through to study submission, in accordance with Good Clinical Practice and other relevant guidelines
- Handling and processing human biological samples (including blood and surgical specimens) in accordance to study protocols, including attending theatre and research laboratories (Freemasons and Richmond).
- Managing data for relevant research project(s) active within the Centre, including administering and entering data into databases
- Assisting with the coordination of trial visits, appointments, procedures and assessments for research participants
- Assisting the Clinical Research Coordinators with the management of key stakeholders, investigators and clinicians on research governance standards, procedures and documentation
- Supporting with administrative tasks including answering emails/calls made to the centre.
- Providing administrative support for centre wide activities (including research events, meetings and support groups) including scheduling and minute taking.

Some out of hours work will be expected in this role. Ability to be flexibility in working hours/days is highly desirable.

Travel between campuses is necessary (namely between the Richmond, Hoddle St site and the two Freemasons campuses in East Melbourne). Travel to the Geelong and Eastern campuses may also be required from time to time.

5. Clinical Governance Framework

Position Description



This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

Clinical Governance Domain	Role
Leadership and culture	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
Consumer Partnerships	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
Effective Workforce	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
Clinical Safety and Effectiveness	Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
Risk Management	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

6. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
Research Excellence Successful completion of essential clinical trial research activities	<ul style="list-style-type: none">• Maintain high site performance with accurate and comprehensive research study files and documentation• Complete accurate and timely study data entry• Complete biospecimen collection and lab-processing as per study protocols
Communication Professionally engage key internal and external stakeholders	<ul style="list-style-type: none">• Maintain appropriate communication with key internal and external parties• Communicate effectively with investigators, sponsors, patients and other research participants• Liaise with sponsors for all trial related activities including monitoring visits, data query resolution, audits and other participant or site related issues• Contribute to the preparation of high-quality written reports as required

Position Description



<p>Team Successful team integration and support, including providing support for other colleagues associated with the Centre</p>	<ul style="list-style-type: none"> • Demonstrate the Epworth values and behaviours • Strive to meet corporate KPIs with respect to absenteeism and professional development • Attend meetings as required
<p>Governance Ensure all clinical research is conducted according to study protocols and relevant legal and regulatory bodies including Good Clinical Practice (GCP) and other relevant guidelines.</p>	<ul style="list-style-type: none"> • Meet all governance standards and benchmarks required for clinical research • Compliance to GCP & NHMRC Guidelines
<p>Customer Service Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers.</p> <ul style="list-style-type: none"> • Role model and actively promote a culture of high-quality patient care 	<ul style="list-style-type: none"> • Build customer relationships and greet customers and patients promptly and courteously • Actively seek to understand patients' and their family's expectations and issues, using effective strategies including leader rounding on patients and team members • Uses data (such as compliments, complaints and Press Ganey) to identify breakdowns in internal processes and systems that directly impact patient care and customer service • Responds quickly and proactively escalate concerns when necessary • Consistently meet or exceed the expectations of our patients and customers at all times • Patient and customer service satisfaction surveys within agreed targets
<p>Safety and Wellbeing To ensure a safe workplace is provided for all employees and other personnel including contractors, agency staff, volunteers and students.</p> <ul style="list-style-type: none"> • All employees and other personnel under the authority of the manager are fully informed of the hazards associated with their work activities, adequately trained and instructed in safe work procedures and appropriately supervised. 	<ul style="list-style-type: none"> • Adhere to infection control/personal hygiene precautions • Implement and adhere to Epworth OHS policies, protocols and safe work procedures • Ensure all hazards, incidents and injuries are reported in Riskman within 24 hours • Ensure all hazards, incidents and injuries are investigated and corrective actions implemented within agreed timeframes • Mandatory training completed at agreed frequency

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	Essential <ul style="list-style-type: none"> Relevant tertiary qualifications in nursing, health or science or experience relating to job description.
Previous Experience	<ul style="list-style-type: none"> Previous experience in a clinical research role is desirable
Required Knowledge & Skills	Essential <ul style="list-style-type: none"> Demonstrated laboratory skills (biological specimen handling and processing) Demonstrated data collection and management skills (including experience with REDCap)
Personal Attributes & Values All employees are expected to consistently work in accordance with Epworth's values and behaviours <ul style="list-style-type: none"> Compassion Accountability Respect Excellence 	Essential <ul style="list-style-type: none"> You will be someone with clinical, research or lab experience who is meticulous, detail orientated and organised. A team player, you can easily build strong, productive relationships with colleagues and key stakeholders. You are flexible in your approach and can easily adapt to changes in priorities.

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
May 2023	23 April 2025	Thilakavathi Chengodu (Research Program Manager)

8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____

Date: _____