

Position Description

Position title:	Research Midwife or Research Nurse
Department:	Perinatal Research
Classification:	Registered Nurse Level 2 (YU13)
Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028)
Reporting to:	Head of Perinatal Research

About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is **'Creating healthier futures for women and babies'**. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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About the department/unit

The Women's is a centre of excellence for clinical care, research and education, delivering maternity care to more than 7,000 women each year. The Department of Maternal Fetal Medicine provides care for women with high-risk pregnancies as part of a multidisciplinary team of midwives, nurses, medical specialists and allied health teams. Research within the department focuses on understanding complications of pregnancy with the goal to improve outcomes for mothers and babies.

Position purpose

The Clinical Research Midwife or Nurse will work as part of the Perinatal Research team conducting single and multicentre clinical trials and academic research studies. The team is led by Associate Professor Clare Whitehead, Head of Perinatal Research and Fetal Medicine. Our research group collaborates with other centres in Australia and overseas in multicentre research projects, including PLATIPUS, a new adaptive platform trial that aims to improve outcomes for mothers and babies through pregnancy and neonatal research.

The Clinical Research Midwife or Nurse will be involved in all aspects of clinical trial and research activity conducted by the team.

The Clinical Research Midwife or Nurse will have responsibility for the delivery of direct and indirect research participant management and associated data collection. Under supervision, they will be responsible for:

- Conducting clinical studies and audits
- Managing randomised clinical trials in accordance with the relevant Human Research Ethics Committee approval, Site Authorisation and following NHMRC and Good Clinical Practice principles.
- Direct and indirect clinical trial-related care within scope of practice
- Maintaining research key performance indicators
- Complete and submit ethics and governance submissions
- Raising the profile of specific research projects and the clinical research portfolio in general around The Women's, which may include presenting in-services and both formal and informal staff education opportunities.

The Clinical Research Midwife or Nurse will liaise with the Team Leader to ensure appropriate participant recruitment, data collection and database management in clinical research studies and research audits, as required. Mentoring will be provided for the development of research expertise.

Key responsibilities

- Conduct high quality, clinically relevant research, congruent with the Australian National Health and Medical Research Council (NHMRC) National Statement on Ethical Conduct in Human Research.
- Conduct clinical trials and research studies according to defined protocols as instructed by the research team
- May coordinate a/more than one trial contemporaneously (without responsibility for staff)
- Initiate and maintain applications, amendments, adverse event reports and reporting for Ethics Committees, as required
- Conduct clinical trials according to defined protocols as instructed by the research team

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- Be responsible for the delivery of direct and indirect clinical-research-related care of patients and associated data collection for concurrent research studies undertaken in the department
- Perform data management tasks within expected timeframes, such as data collection, data cleaning query response, and maintaining up to date records for clinical trial participants including serious adverse event reporting
- Maintain effective working relationships and communication with trial coordinating centres and research personnel.
- Attend trial meetings, educational forums, Hospital and The University of Melbourne Department of Obstetrics, Gynaecology and Newborn Health meetings, as required.
- Demonstrate and maintain competency in the performance of technical/clinical skills.
- Establish and maintain effective communication with health professionals including medical, midwifery, nursing, pharmacy personnel and support staff, people with lived experience, families, the community, and external care providers.
- Maintain accurate and current medical records ensuring documentation meets professional and legal standards.
- Adhere to legislation pertaining to privacy and confidentiality and the handling of personal information.
- Communicate openly and honestly as an effective team member
- Participate in orientation, preceptorship and mentoring responsibilities.
- Assist with the education and development of other medical/midwifery and research staff by providing professional clinical support and education.
- Maintain mandatory training and competency requirements as defined by The Women's and Precinct Partners.

Key Performance Indicators (KPI's)

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

Key selection criteria

Experience/qualifications/attributes

Essential:

- Registered with the Nursing and Midwifery Board of Australia via AHPRA
- Minimum of 2 years post graduate nursing or midwifery experience
- Previous research experience including the conduct of clinical trials
- Demonstrated computer literacy with email, an electronic patient record system, REDCap or other data management systems
- Ability to plan, organise and carry out projects with a high level of attention to detail, organisational skills and efficiency.
- Current Good Clinical Practice (GCP) certification or commitment to attain within one month of commencing work
- Current and satisfactory Working With Children Check as per Working With Children Act 2005
- Current and satisfactory Police Check

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Attributes

- An understanding of the impact of social determinants on health and wellbeing, and a commitment to advocacy for women and supports
- Excellent communication and interpersonal skills and the ability to respond to the needs of the team in a timely, accessible and professional manner
- Ability to plan, prioritise and time manage, and balance competing and conflicting priorities
- Experience in working effectively and collaboratively both independently and within a multidisciplinary team
- Ability to explain research projects to parents and obtain consent
- Ability to collect data, enter information into electronic databases and assist with other aspects of data management, including data cleaning.
- An understanding and respect for cultural diversity of childbearing women and families
- A high level of verbal, written and electronic communication
- Experience delivering presentations and training.
- Embodiment of the Women's values

Organisational relationships

Internal relationships

- All Women's departments and clinics
- All maternity teams
- The University of Melbourne, Department of Obstetrics, Gynaecology and Newborn Health
- Research staff

External relationships

- Other healthcare providers.

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Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Rare
Sitting – remaining in a seated position to complete tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type even, vinyl, carpet,	Frequent
Lean forward/forward flexion from waist to complete tasks	Occasional
Trunk twisting – turning from the waist to complete tasks	Rare
Kneeling – remaining in a kneeling position to complete tasks	Rare
Squatting/crouching – adopting these postures to complete tasks	Rare
Leg/foot movement to operate equipment	Rare
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Rare
Lifting/carrying – light lifting and carrying less than 5 kilos	Frequent
– Moderate lifting and carrying 5 – 10 kilos	Rare
– Heavy lifting and carrying – 10 – 20 kilos.	Rare
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Occasional
– moderate push / pull forces 10 – 20 kg	Rare
– heavy push / pull forces over 20 kg	Rare
Reaching – arm fully extended forward or raised above shoulder	Rare
Head/neck postures – holding head in a position other than neutral (facing forward)	Rare
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Occasional
– Gripping, holding, twisting, clasping with fingers/hands	Occasional
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	Rare
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Constant
Hearing – use of hearing is an integral part of work performance	Constant
Touch – use of touch is integral to most tasks completed each shift	Constant
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	Frequent
Problem solving issues associated with clinical and non-clinical care	Frequent
Working with distressed people and families	Occasional
Dealing with aggressive and uncooperative people	Rare
Dealing with unpredictable behaviour	Rare
Job demands – high workload, tight deadlines, and competing priorities	Rare/Occasional
Exposure to traumatic or distressing content or situations – including handling sensitive information arising from patient records, patient care activities, incident reports, adverse events, or investigations of adverse events.	Rare/Occasional
Role specific considerations Support is available for staff exposed to psychological risks. Any adjustments that may be required can be discussed with your manager.	
Definitions used to quantify frequency of tasks/demands as above	
Prolonged/constant	70 – 100 % of time in the position
Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

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Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.

Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

Declaration

By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: June 2026

Developed by: Fetal Medicine Unit Head

Date of next review: June 2027

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