

Position Description

Position Title	Research Governance Manager
Position Number	30026085
Division	Clinical Governance
Department	Research Governance
Enterprise Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024 Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025 Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2020-2021
Classification Description	Dependent on qualifications
Classification Code	Dependent on qualifications
Reports to	Chief Medical Officer
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women’s health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria’s fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Clinical Governance Division

Clinical Governance is focused on upholding patient safety and a high quality of service through leadership, quality improvements, clinical performance, risk management, professionalism and excellent patient care. The division collaboratively provides high quality clinical governance support and advice, both internally and when supporting our regional Health Service Partners.

GP Liaison, Medical Imaging incorporating BreastScreen, Pharmacy, Pathology and Research Governance is led by the Chief Medical Officer (CMO). The Executive Director Clinical Governance and Quality oversees the Quality and Risk functions, Clinical Transformation and Care of the Deceased.

The Executive Director Clinical Governance and Quality has responsibility for maintaining full compliance to accreditations and to deliver improvements through our response to the recommendations of both the national and Victoria's General Quality and Safety reviews. The Office of the CMO oversees incident reporting, investigation of adverse patient events and complaints regarding clinicians. The CMO provides leadership and support to the medical workforce to feel empowered to provide Excellent Care. Every Person. Every Time.

The Position

Managers at Bendigo Health are an integral part of the health care service team, providing leadership and direction to a dedicated staffing group.

A manager at Bendigo Health should have, or aspire, to, the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The purpose of the Research Governance Manager role is:

- Research governance oversight and secretariat support for the Human Research Ethics Committee (HREC)
- Monitoring research, including auditing
- Providing training, support and advice to researchers developing their research proposals
- Developing strategic partnerships and collaborations
- Leading improvements to the implementation of best practice research governance.

Responsibilities and Accountabilities

Key Responsibilities

Research governance oversight and secretariat support for the Human Research Ethics Committee (HREC)

- Review, determine and advise on the acceptability of governance aspects of research
- Provide secretariat support for the Human Research Ethics Committee (HREC)
- Oversee research governance activities in the Office
- Report to management on governance activities, areas of research risk and key performance indicators
- Oversee research governance activities in the Office

Monitoring research, including auditing

- Conduct post approval monitoring activities to ensure research compliance to institutional requirements. For example:
 - Audits (e.g. of research sites, data, processes or consent documentation for high risk research)
 - Progress reports from researchers (e.g. annuals/finals) o Reports from independent agencies (e.g. DSMB)
 - Adverse event reports
 - Participant surveys
 - Complaint reports.

Providing training, support and advice to researchers

- Coordinate and assist in delivering seminars/education sessions for researchers on Research Governance & Good Clinical Practice
- Work one-on-one with researchers

Developing strategic partnerships and collaborations

- Represent the institution in state-wide and national initiatives and collaborative groups supporting best practice research governance (i.e. the Victorian Research Governance Network) as required
- Contribute to the development of strategic partnerships and collaborations

Leading improvements to the implementation of best practice research governance

- Develop and maintain Office based research governance procedures (based on state and national guidelines such as governance review of multicentre research under the streamlined National Mutual Acceptance scheme, auditing, complaints management)

Other Responsibilities

- Be aware of and work in accordance with Hospital policies and procedures, including Occupational Health and Safety, Equal Employment Opportunity and Confidentiality also ensuring staff under direct supervision are working within these guidelines.
- Coordinate and in some instances provide teaching undertaken by the Office
- Facilitate and support research activities within the Hospital

- Other duties as directed consistent with the employee's skill level and classification

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. At least two years' experience and/or training in research ethics and/or governance processes
2. Knowledge and experience of a biomedical research environment
3. Demonstrated ability to develop and implement new policies/procedures in a complex environment
4. Training and education experience
5. Demonstrated ability to plan workflow, prioritise activities and meet deadlines with excellent attention to detail
6. Advanced computer skills including SharePoint and relevant databases and research platforms
7. Excellent Communicator with ability to demonstrate well developed interpersonal skills and ability to facilitate groups of people with differing perspectives
8. Demonstrated ability to work collaboratively and work well with the different working styles of others
9. Demonstrated ability to build and maintain working relationships with key internal and external stakeholders

Desirable

10. Good Clinical Practice (GCP) training and experience; or willingness to undertake on starting position

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

Registration with Professional Regulatory Body or relevant Professional Association For example, AHPRA, AHRI, RACS etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.