Health New Zealand
Te Whatu Ora

Position Description | Te whakaturanga ō mahi
Health New Zealand | Te Whatu Ora

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.

Title	Research Nurse, Clinical Trials Unit
Reports to	Clinical Trials Unit, Associate Charge Nurse Manager (ACNM)
Location	Capital, Coast & Hutt Valley District (Wellington Hospital)
Department	Clinical Trials Unit
Date	31-08-2026
Salary band (indicative)[i]	
Children's Worker role[ii]	Yes

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

About the role

The primary purpose of the role is to:

The Research Nurse is responsible for coordinating and delivering clinical trials within medical oncology, radiation oncology and haematology services. The role ensures studies are conducted safely, ethically and in accordance with approved protocols, regulatory requirements and Good Clinical Practice (GCP) standards. The role provides specialist research nursing expertise throughout the participant journey, including participant recruitment, informed consent, clinical assessment, protocol-related interventions, adverse event monitoring, data collection and ongoing participant support.
Working collaboratively with investigators, sponsors, research organisations and multidisciplinary clinical teams, the Research Nurse facilitates the successful delivery of clinical research while ensuring participants and whānau receive timely high-quality, culturally safe and patient-centred care. The role combines advanced clinical nursing practice, trial coordination, research governance, data management and quality improvement activities to support access to innovative treatments and improve outcomes for patients participating in clinical trials.

The Research Nurse ensures that all research activities are conducted in accordance with Good Clinical Practice (GCP) standards, the Declaration of Helsinki, approved study protocols and all applicable ethical, regulatory and organisational requirements. All clinical

trials will have Ethics Committee approval and appropriate communication, regarding study developments, will be maintained with the Ethics Committee.

All nurses employed by Health New Zealand will have registration with the New Zealand Nursing Council and maintain a current annual practising certificate as a Registered Nurse. Application onto the Professional Development and Recognition Programme (PDRP) at proficient or expert level is required.

Clinical Trials Unit Perspective

[The Clinical Trials Unit (CTU) is part of the Wellington Blood and Cancer Centre and operates under the governance of the Clinical Research Committee, which provides oversight of research activities and associated trust funding. The CTU delivers pharmaceutical industry-sponsored and collaborative group clinical trials across Medical Oncology, Radiation Oncology and Haematology services. The multidisciplinary team includes research nurses, specialist Start-up, clinical research coordinators, and administration staff. The CTU team support clinical trial delivery, regulatory submissions, study documentation and protocol implementation, ensuring compliance with Ministry of Health, Good Clinical Practice (GCP) and appropriate national/international regulations. The CTU works in close partnership with the Clinical Research Unit and clinical teams across the district.

Key Result Area	Expected Outcomes / Performance Indicators
1. Service Delivery	• Actively participate in clinical trials coordination • Ensure trial activities are delivered in accordance with study protocols, timelines, and sponsor requirements. • Facilitate participant recruitment, screening, enrolment, treatment, and follow-up activities. • Collaborate effectively with Medical Oncology, Radiation Oncology, Haematology and multidisciplinary teams to support trial delivery. • Support the implementation of new studies and site activation activities.
2. Quality and compliance	• All clinical trials are conducted in accordance with Good Clinical Practice (GCP) and applicable local, national and international standards • Comply with protocol, statutory and legal requirements • Delegated responsibility for monitoring, reporting and ensuring quality and standards of practice to support a safe patient journey and workplace • Actively contribute to continuous quality improvement activities within the service • Anticipate and manage clinical risk in their area • Address unsafe practice when observed, document and appropriate use of Reportable Events (RE) system • Identify issues and undertake audit/practice review

3. Research documentation and data management	• Collect, document and manage clinical trial data accurately, completely and within required timelines • Ensure source documentation and case report forms meet sponsor and regulatory requirements • Respond to data queries promptly and maintain high standards of data integrity • Contribute to study reporting and research performance monitoring • Protect participant confidentiality and manage information in accordance with privacy legislation and organisational policies
4. Communication and collaboration	• Develop effective working relationships with participants, whānau, investigators, sponsors, contract research organisations and multidisciplinary teams • Act as a key point of contact for assigned studies • Communicate clearly and professionally with internal and external stakeholders • Facilitate coordination across services to support timely and efficient delivery of clinical trials • Contribute positively to team effectiveness and a collaborative workplace culture
5. Clinical Expertise	• Demonstrate advanced clinical practice • Provide sound advice to clinical and operational staff on related issues • Takes a lead role in discussing matters relating to the patient's progress and readiness for study related procedures and appropriate care planning. • Work directly with patients and staff in clinical area as an expert resource, and role model • Coordination of care for patients with complex needs • Utilise a variety of processes for identification of issues, problem solving and decision making
6. Patient care & preparation	• Ensure participants and whānau receive comprehensive information to support informed decision making and ongoing participation. • Patients & family/whanau are adequately informed and prepared for study procedures and assessments. • Patients are case managed appropriately (including referrals for allied health input/further assessment, cultural input, discharge planning) in a timely manner.
7. Education, research and professional development	• Maintains a current nursing annual practising certificate and meets PDRP requirements • Maintain current Good Clinical Practice (GPC) certification

	• Participate in relevant professional development and postgraduate learning opportunities. • Demonstrate ongoing development of research nursing expertise and advanced clinical knowledge • Maintains, monitors and ensures cultural sensitivity in own practice • Assist in the development of clinical guidance, policies and procedures where required

Key Result Area	Expected Outcomes / Performance Indicators
Access and Outcomes	• Supports efforts to improve access to services and achieve better outcomes for the communities we serve. • Uses evidence and insights to identify barriers and opportunities for improvement. • Contributes to inclusive, responsive, and effective service delivery.
Te Tiriti o Waitangi	• Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. • Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. • Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.
Health & safety	• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. • Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Matters which must be referred to your manager

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.
- Adverse events and safety reporting issues.
- Protocol deviations with potential participant or study impact.
- Ethical or regulatory compliance concerns.

Relationships

External	Internal
• Research participants and whānau • Sponsors • Contract Research Organisations (CROs) • Research Advisory Group, Māori • Standing Committee on Therapeutic Trials (SCOTT) • Collaborative Research groups across all NZ centres • Pharmaceutical company representatives • Health and Disability Ethics Committees • Collaborative research groups • External laboratories and radiology services • National and international research networks	• Clinical Trials Unit staff • Clinical Research Committee • Administration staff • Nurse Manager and Associate Nurse Managers, Wellington Blood and Cancer Centre • Medical Oncology, Haematology and Radiation Oncology clinicians • Pharmacists • Clinical Research Unit staff • Allied Health professionals • Ward nursing teams • Clinical Nurse Specialists • Māori and Pacific Health Services • Multidisciplinary Team • Quality and Risk teams

About you – to succeed in this role

You will have

Essential:

- Registered Nurse with a current Nursing Council of New Zealand Annual Practising Certificate.
- Minimum four years post-registration nursing experience.
- Evidence of recent hospital experience and expertise
- Awareness of New Zealand based clinical trial environment
- Current Good Clinical Practice certification or working towards
- Experience in coordinating complex patient care
- Strong clinical assessment and decision-making skills
- Advanced IT use with proficiency in MS office (Excel, PowerPoint, MS Office) package

Desired:

- [Experience in oncology, haematology, radiation oncology or related specialty.
- Demonstrated understanding of clinical research processes and ethical requirements
- Phlebotomy, IV cannulation and ECG skills

You will be able to

Essential:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.

- Communicate clearly and adapts their approach to different audiences and situations.
- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.
- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate.

Desired:

- Demonstrate experience in giving oral presentations

[i] Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee's current salary or remuneration.

[ii] The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children's worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.