### Volunteer Blood Donor Registry Coordinator

<table>
<thead>
<tr>
<th>Position title:</th>
<th>Volunteer Blood Donor Registry Coordinator</th>
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<tbody>
<tr>
<td>Work location:</td>
<td>RMH and WEHI, Parkville</td>
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<tr>
<td>Division/Department:</td>
<td>Clinical Translation Centre (RMH) and Clinical Translation (WEHI)</td>
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<tr>
<td>Employment type:</td>
<td>One year part-time (0.4FTE) with potential for extension</td>
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<td>Further information:</td>
<td>Lina Laskos <a href="mailto:laskos@wehi.edu.au">laskos@wehi.edu.au</a> 03 9345 2304, Jo Casey <a href="mailto:casey.j@wehi.edu.au">casey.j@wehi.edu.au</a> 03 9345 2480</td>
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**Position overview**

The role of the Volunteer Blood Donor Registry (VBDR) Coordinator is to manage and coordinate the activities of a well-established blood registry. The Volunteer Blood Donor Registry is a not-for-profit service established by the Walter and Eliza Hall Institute of Medical Research (WEHI) to support medical research in the Parkville precinct that requires the use of human blood. Registered healthy volunteers donate a small volume of blood for use in ethically approved research projects to facilitate clinical research.

This position will coordinate the VBDR and support its transition from WEHI to Melbourne Health (MH), where it will operate under the auspices of the MH Clinical Trials Centre (CTC), as a joint initiative with WEHI. The VBDR Coordinator will organise current donors, consent and data collection in accordance with approved protocols, whilst maintaining confidentiality at all times. The VBDR Coordinator will regularly liaise with laboratory researchers about accessing the service, maintain the VBDR database and coordinate ethics, governance and reporting requirements. Pro-actively maintaining and expanding the volunteer donor pool is a priority.

The VBDR Coordinator will have a nursing background, a professional and pro-active approach to dealing with altruistic blood donors. Meticulous attention to detail is required, keeping in mind at all times that this is a precious resource for clinical research, provided by volunteers. The position will be located at MH in the CTC and operate under the direction of the Heads of Clinical Translation at WEHI (Professors Ian Wicks and Clare Scott) and the Manager of the CTC at MH. Flexible working arrangements will be considered.
Organisational environment

The Walter and Eliza Hall Institute of Medical Research

The Institute is one of Australia’s leading biomedical research organisations, with a strong national and international reputation for performing highly influential basic and translational research.

With more than 1,100 staff and students, the Institute is addressing some of the major health challenges of our time, with a focus on cancer, infection, inflammation, immune disorders, development and ageing. We are at the forefront of research innovation, with a strong commitment to excellence and investment in research computing, advanced technologies and developing new medicines and diagnostics. And our researchers are strongly supported by Professional Services teams.

The Institute is organised around five themes; Cancer Research and Treatments; Infection, Inflammation and Immunity; Healthy Development and Ageing; New Medicines and Advanced Technologies and Computational Biology.

This Institute is committed to delivering long term improvements in treating and diagnosing diseases, with many national and international clinical trials underway based on research undertaken at the Institute.

The Institute’s main laboratories are located in the world-renowned Parkville precinct, a vibrant and collaborative life science research, education and healthcare hub. The Walter and Eliza Hall Institute Biotechnology Centre is located 30 minutes from Parkville at La Trobe University’s R&D Park in Bundoora and includes facilities for medicinal chemistry and antibody development and production.

Organisational objectives

Discovery and translation
To make discoveries that shape contemporary scientific thinking, increase understanding and improve prevention, diagnosis and treatment of cancer, immune disorders and infectious diseases.

Education and training
To educate and train world class scientists and to attract, develop and retain the best and brightest workforce.

Organisational culture
To provide a vibrant and inspiring organisational culture that encourages, promotes and rewards excellence, collaboration, innovation, creativity and respect.

Engagement
To engage with our stakeholders to improve outcomes, building support and secure resources for medical research.

Sustainability
To build infrastructure, professional services and funding that sustains our research and maximises the time our scientists can spend making discoveries.
Organisational values

- Contribution to Society
- Integrity and Respect
- Collaboration and Teamwork
- Accountability
- Creativity
- Pursuit of excellence

Key responsibilities

- Liaise with laboratory researchers at WEHI, MH and on the Parkville precinct to establish blood and human ethics requirements and ensure all ethics requirements are met.
- Recruit and consent donors for inclusion on the registry.
- Conduct phlebotomy and initial processing of samples, ensuring adherence to appropriate procedures and timely delivery to laboratory researchers.
- Collect and manage clinical data and maintain the privacy and confidentiality of donors.
- Maintain the VBDR database and ensure data integrity, accuracy and completeness.
- Manage the ethics, governance, reporting and financial aspects of the VBDR and maintain compliance with relevant guidelines, policies and regulatory standards in a timely manner.
- Maintain effective communication with donors, researchers and relevant departments to ensure a seamless workflow and build positive working relationships.
- Work with the communication departments at WEHI and MH to maintain goodwill with current donors, increase awareness of the VBDR in the community and expand donor recruitment.
- Review processes for continuous improvement and capitalise on opportunities to maximise efficiencies and achieve agreed outcomes.
- Work as part of the team, making appropriate clinical and professional decisions as required and seeking clarification when necessary.
- Prioritising work and meeting deadlines.
- Practices in accordance with the Australian Nursing and Midwifery Accreditation Council (ANMAC) National Standards for the Registered Nurse, the National Health and Medical Research Council (NHMRC) National Statement on Ethical Conduct in Human Research and Good Clinical Practice (GCP).
- Other work as required.

Key selection criteria

- Registered Nurse with the Nursing and Midwifery Board of Australia.
- Experience in clinical research related activities, such as data collection and human ethics is highly desirable.
- Strong organisational, planning, prioritisation and time management skills.
- Expert venesection skills.
• Ability to work autonomously and consultatively as required.
• A self-starter with a high level of motivation and able to demonstrate initiative with a commitment to continuous improvement.
• The ability to work under pressure to meet deadlines and to maintain tact and composure in such circumstances.
• Excellent oral and written communication and interpersonal skills.
• Confidentiality, sound judgement and attention to detail are essential.
• Be innovative, resourceful and adaptable to change.
• Advanced IT skills, including expert use of standard applications and familiarity with databases. Working knowledge of REDCap would be advantageous.
• Current GCP training is highly desirable.

A safe and sustainable workplace
The Institute is committed to developing a safe and sustainable work place with rigorous risk, compliance and governance systems. As an employee you are expected to:

• Comply with Institute policies, plans and procedures.
• Take reasonable care of your own safety and the safety of others including using Personal Protective Equipment (PPE) and safety devices appropriately.
• Report all risks, hazards, incidents/injuries and near misses.
• Attend and complete training programs as documented in individual training needs matrices, within proposed time frame.
• To the extent of your role responsibilities and obligations proactively contribute to a safe and sustainable workplace.

Diversity
At the Walter and Eliza Hall Institute we embrace diversity amongst our staff and students and know the importance of an inclusive workplace culture to the success of our organisation.

We are actively committed to achieving **gender equality** across our workforce. The institute has a range of policies and initiatives in place to address under-representation of women at senior levels and to support people with caring responsibilities.

We have a strong commitment to the process of **reconciliation** and creating meaningful employment and training opportunities for Aboriginal and Torres Strait Islander Peoples.

We encourage applications from people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander Peoples, people with a disability, and people from the LGBTQIA+ community.

Privacy notification
The collection and handling of declarations and personal information relevant to your employment will be consistent with the requirements of the Privacy Act 1988.