2026 SKILLED Clinical Trial Administrative Officer Interns Role and Responsibilities

The Clinical Trial Administrative Officer (CTAO) Internship Program offers comprehensive training and valuable placement experience to enhance participants' future employment prospects in the clinical trials sector.

This structured internship provides an excellent opportunity to gain practical experience and develop essential skills in clinical trial administration, thereby strengthening your professional profile as you enter the job market.

During the internship and placement CTAO Interns will learn about and gain supervised experience in the duties and accountabilities of the CTAO role.

Internship Program Summary

The Clinical Trial Administrative Officer (CTAO) Intern completes pre-orientation online training, an initial one-week in-person orientation program followed by a structured site experience which integrates formalised learning and practical placement experience. The CTAO Intern will experience how a clinical trial unit functions and will specifically learn how to provide administrative and clerical support and expertise to ensure effective and efficient team and clinical trial operations. Under supervision of their supervisor the CTAO intern will learn to be responsible for maintaining appropriate regulatory documents and ensuring regulatory compliance in the conduct of clinical trials. This role acts as a main conjugate between clinical trial sponsors, assisting with monitoring processes and deliverables.

Operational Reporting

The CTAO Intern will throughout their placement report day-to-day to the host site manager and nominated site supervisor.

Immunisation Risk Category

Vaccination requirements for interns are the same as health care workers. Category A: Position involving direct patient contact, potential for exposure to blood, body fluid, human tissue specimens apply during attendance on placement (Use of Personal Protective Equipment will be a requirement and training will be provided by the host site as per https://www2.health.vic.gov.au/public-health/immunisation/adults/vaccination-workplace/vaccination-healthcare- workers.)

Internship Key Relationships:

Internal Key Contacts at Placement Host Site

Clinical Trial Unit (or other host site) Manager and supervisor/s, Team Leaders, Site Staff, Principal Investigators, Ethics Submission Coordinator, Clinical staff & Health Information Services:

Other, likely external contacts

Clinical trial participants, Clinical trial sponsor representatives, Public and Private Hospitals, Clinical Specialists and General Practitioners, Pathology services, Cancer Trials Australia, and other Health Professionals.

Key Selection Criteria:

Essential Requirements to be eligible to apply for an intern placement.

- Completed honours degree or above, in scientific or healthcare field
- Excellent interpersonal and communication skills
- Flexibility to act collaboratively within a team and independently
- Ability to take initiative and demonstrate self-motivation essential to learning and complete daily tasks
- Demonstrate excellent organisational skills, with the ability to multi-task and prioritise
- Proven problem-solving skills
- Ability to complete tasks efficiently and deliver outcomes as required, with accuracy and attention to detail
- Demonstrates a strong enthusiasm for acquiring knowledge about clinical trials and exhibits a genuine interest in pursuing future career opportunities within the clinical trial sector.
- Available to commence on Monday 2 February 2026, with a one-week in-person orientation at the VCCC building (Melbourne CBD), and committed to the completion of the 23-week 5 days a week onsite training at one or more sites
- Holds current Australian Permanent Residency or Citizenship.

Personal Qualities:

- Ethics and values – models the organisations values, acts with integrity, has high ethical standards and inspires trust with colleagues and stakeholders alike
- Drive and commitment – be enthusiastic and committed, demonstrates capacity and hard work, sets high standards for performance
- Flexibility – is adaptable, receptive to new ideas, responds and adjusts easily to changing work demands and circumstances
- Ability to accept feedback, receive constructive criticism and adapt accordingly

Key Learning and Practice Areas and Responsibilities:

All learning and practice areas listed will be undertaken under the direct or indirect supervision of onsite experienced trial staff.

Learning and Practice Area: Clinical Trials Administration

The Intern will learn to assist with the effective administrative support required for the smooth functioning of clinical trials team members, including but not limited to:

- Administration activities and processes necessary to assist clinical trial unit staff with the day-to-day running of multiple clinical trials.
- Ensures all allocated trial related tasks are met in the designated timelines, in an organised manner and in accordance with ICH GCP
- Understands the clinical trials regulatory environment and ensures regulatory compliance across the portfolio.
- Maintenance of regulatory files in accordance with ICH GCP and Units SOP's.
- Electronic and hard copy filing is conducted in a timely manner and in accordance with regulatory

requirements.

- Effective coordination of monitoring visits as required
- Co-ordination of financial processes in compliance with institutional polices and regulatory guidelines
- Develops and implements tools to oversee and facilitate patient reimbursement.

Learning and Practice Area: Database/s and Clinical Trial Management System Support

The Intern will learn to assist with the management and maintenance of Clinical Trial Management Systems, which will include learning about and gaining experience in:

- How to support and act as resource to Unit staff in the use of the Clinibase clinical trial management system.
- Providing support to Unit staff in the entry of data into relevant unit database/s.
- Data entry requirements and entering accurate data into relevant clinical trial unit database/s and verifiable against source data within allocated timelines.
- Undertakes appropriate training where required, allowing access to appropriate databases.
- Understanding confidentiality and privacy requirements of data handled, applying learnings gained throughout the internship to achieve high standards in the quality if clinical trial data entered.

Learning and Practice Area: Teamwork

The Intern will gain experience in the necessities and practicalities of teamwork and cooperation in a functioning clinicals unit by:

- Participating in appropriate quality activities.
- Participating in Unit and Team Meetings.
- Taking responsibility for developing and maintaining productive workplace relationship with other interns, staff within the site/department/host site health service and those indirectly associated with the site such as clinical trial Investigators, Clinical Research Organisations (CROs), Clinical Research Associates and trial sponsors. Exercising well developed verbal and written communication skills.
- Developing high level verbal and written communication skills.
- Communicating with a wide range of individuals of various degree of seniority with confidence and respect.
- Maintains confidentiality and displays discretion in dealing with fellow staff and patients.

Learning and Practice Area: Organisation, Problem Solving and Prioritisation Skills

The Intern will gain practical experience in the necessities of being organised and able to prioritise and solve problems in an active clinical trial unit environment by:

- Learning about activity timelines and deadlines and about the priorities required in a clinical trials unit and how to apply those priorities.
- Experiencing the pressures of both quality and time required to meet consistently high standards in a clinical trials unit and learning to manage those pressures.
- Utilising excellent organisational and forward planning skills within the scope of the internship
- Maintaining appropriate task and activity planning and utilisation of tracking tools
- Preserving high standards in quality clinical trial data entered by the intern.

Intern Responsibilities

Successfully selected CTAO Interns will be required to:

- Demonstrate and role model site values while on placement.
- Comply with all Clinical Trial Unit (CTU) site Policies and Procedures.
- Comply with the Requirements of the National Safety & Quality Health Service Standards.
- Complete and maintain all mandatory training relevant to the host site and the internship.
- Contribute to a safe and healthy working environment.
- Report unsafe work practices through the incident reporting system provided by the host site.
- Promote a no blame culture of safety and wellbeing.
- Maintain working knowledge of onsite emergency procedures and location of emergency equipment.
- Take all reasonable steps to prevent bullying, discrimination and harassment throughout the internship.
- Observe child safe principles and expectations for appropriate behavior toward and in the company of children.
- Be able to travel between sites, if necessary, for the internship training.

General Conditions:

All Clinical Trial Units/host sites strongly support clinical trial participants in expressing their wishes and values. Sites have a zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously. For more information refer to Site's Child Safe Policy.

All Clinical Trial Units/host sites are an equal opportunity employer and committed to providing interns with a placement environment which is free from bullying, harassment or discrimination. All sites are smoke-free environments.

Host sites reserve the right to modify learning areas, activities, practice areas and responsibilities as required, and the intern will be consulted if and when this occurs.