2026 SKILLED Study Coordinator Intern Role and Responsibilities

The Study Coordinator (SC) Internship Program offers comprehensive training and valuable placement experience to enhance participants' future employment prospects in the clinical trials sector.

The interns learn how the SC role assists with the coordination of clinical trials to ensure the safety and protection of trial participants and integrity of the data collected. Placements may potentially be at the research office, where interns will coordinate various research activities and assist clinical trial operations.

The following information outlines the key tasks that the intern will undertake during their internship program which is supported by a host site supervisor who provides ongoing, support and guidance during the internship program. Tasks completed by the intern are supervised by experienced host site clinical trial staff.

Internship Program Summary:

The program involves intensive training with on-the-site practical application for an in-depth teaching experience which will provide a robust foundation for a career in clinical trials. The Study Coordinator (SC) Intern will assist with the coordination of clinical trials as part of their placement under comprehensive supervision. This ensures all clinical trials conducted at the host site are managed according to the International Conference for Harmonization (ICH) guidelines for Good Clinical Practice (GCP) and the applicable regulatory framework to provide assurance for the safety and protection of trial participants and the integrity of trial data subsequently collected.

Operational Reporting:

The SC intern will operationally report to the host site manager, and day to day supervision and oversight will be with the nominated host 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 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 (during placement)

Host site manager, supervisor and staff, research participants & their caregivers, senior medical staff, principal and co-investigators, multidisciplinary team members from different departments.

Other likely external contacts

Clinical trial sponsor representatives from pharmaceutical companies and collaborative groups, Cancer Trials Australia, Research nurses and data managers at other hospitals, laboratories and diagnostic imaging centres. This may also include third party providers.

Key Selection Criteria:

Essential Requirements to be eligible to apply for an intern placement

- Completed PhD or masters degree in a relevant scientific or healthcare discipline
- Excellent written and oral communication skills
- Personal confidence, empathy and initiative required to deal with people from diverse backgrounds and experiences
- Excellent organisational skills and ability to prioritise effectively
- Meticulous and attentive to details
- Adept in following instructions, working independently, and contributing effectively to a team setting
- Cooperative and supportive collegiate approach, with the ability to gain the support of others
- Commitment to excellence in customer service and care
- 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 complete pre-orientation requirements, commence early February 2026, with a one-week in-person orientation at the VCCC building (Melbourne CBD), and committed to the completion of the 39-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, 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: Patient Screening and Registration

The Intern will learn about and gain experience in:

- Ensuring that all potentially eligible patients are identified for clinical trials and that informed consent is obtained where appropriate and in accordance with GCP standards.
- Ensuring that all consenting patients are screened for eligibility and deemed eligible, in accordance with the trial protocol, and are registered or randomised as required without deviation.
- Meeting planned accrual targets.

- Liaising with clinicians and other health professionals to assist in the identification of eligible patients.
- Ensuring that the relevant departments/interns are aware of upcoming and current trials by the appropriate dissemination of information.
- Ensuring all eligible patients have signed the appropriate consent forms, having been duly informed of all relevant information by the Investigator and Study Coordinator.
- Learning how to be actively involved in the informed consent process and how to ensure informed consent is obtained according to standard hospital practice, ICH GCP and the NHMRC National Statement on Ethical Conduct in Research Involving Humans.
- Ensuring all consenting clinical trial participants are screened for eligibility in accordance with the protocol.

Learning and Practice Area: Assisting in Clinical Trial Coordination

The Intern will learn about and gain experience in:

- The types of unit/departmental meetings that occur and participate in those meetings that act to inform the team and the Intern of upcoming and current trial activity.
- Attending start-up meetings for clinical trials and other relevant projects and, if necessary and when learned, take part in reminding investigators of the requirements for these meetings.
- Learning how to assist in the planning and conduct of meetings.
- Ensuring that all relevant interns are informed of and invited to attend study site initiation meetings.
- Ensuring that the clinical trial is coordinated as per the protocol and in accordance with the ICH guidelines for good clinical practice (GCP).
- Assisting in the care of the patient and their family/carer by maintaining a patient-focused approach, communicating in plain terms and respectfully
- Ensuring that all trial-related investigations, procedures and treatments are performed by the appropriately trained and experienced staff and as per the trial protocol.
- Learning how to ensure the protocol/project requirements are met and maintain the interest and support of trial participants and other colleagues.
- Learning how to ensure all trials are coordinated as per the protocol and according to ICH GCP.
- As a SC, learn how to ensure that all interns participating in the care of clinical trial participants have the appropriate experience and are trained in the protocol and in their trial-specific responsibilities in accordance with GCP.
- Learning about the delegation of trial authority and how to ensure the Principle Investigator for each trial has appropriately completed and signed the delegation of authority log for all staff participating in the trial.
- Participating in patient reviews and clinic visits.
- Learning how to and gaining experience in assisting in arranging patient trial tests and procedures.
- Learning how to assist with patient assessments which fall within the scope of the Study Coordinator role.

Learning and Practice Area: Data Collection/Data Entry of Case Record Forms

The Intern will learn about and gain experience in:

- How to use and access relevant systems/databases.

- Learning how to ensure that all registered patients are appropriately documented on the appropriate systems
- Attending clinics and patient visits to learn how to and gain experience in collecting appropriate data
- Ensuring all case report forms (paper or electronic) are completed and dispatched to the appropriate authorities within established timeframes.
- Ensuring all data recorded in case report forms (CRF's) can be tracked to verifiable source data.
- Learning about data entry requirements and entering accurate data into relevant clinical trial unit database/s within allocated timelines.
- Understanding confidentiality and privacy requirements of data handled.
- Ensuring all data entered is accurate and verifiable against source data.
- Applying learnings gained throughout the internship to achieve high standards in the quality if clinical trial data entered, ensuring there are no breaches of patient, sponsor or departmental confidentiality.

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

The Intern will gain practical experience in the necessities of being organised, 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 trial unit and how to apply those priorities
- Being aware of the pressures of clinical trial units and requirements to meet critical deadlines whilst maintaining consistently high standards
- Utilising excellent organisational and forward planning skills within the scope of the internship
- Maintaining appropriate tasks and activity planning and utilisation of tracking tools
- Preserving high standards in quality clinical trial data entered by the intern.

Intern Responsibilities

Successfully selected Study Coordinator Interns will be required to:

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

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 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.