




Nurse-Led Research Online Course Development Coordinator Position Description

Position Title:	Nurse-Led Research Online Course Development Coordinator		
Reports To:	Direct	<ul style="list-style-type: none"> • Program Manager Nurse Led Research 	
	Indirect	<ul style="list-style-type: none"> • Associate Head of Education and Training • Head of Education and Training • VCCC Alliance Research and Education Lead for Cancer Nursing 	
Direct Reports:	N/A		
Position Type:	Part time 0.4 FTE Maximum Term 6-months	Location:	305 Grattan Street, Melbourne Flexible work arrangements
	Key Relationships:	Internal	<ul style="list-style-type: none"> • Program assistant – Nurse-Led Research • Education and Training team • Head of Research • Collective impact team • Communications team • Nurse-Led Research Hub Expert Reference Group • Cancer Education and Training Advisory Committee (CETAC) • Consumer Cancer Advisory Committee (CCAC) • Cancer Research Advisory Committee (CRAC) • University of Melbourne key stakeholders – specifically the Mobile Learning Unit team and the School of Nursing
		External	<ul style="list-style-type: none"> • Nurses who are involved in the care of people with cancer • Clinicians, researchers, and educators across the VCCC Alliance • Education providers/consultants as required

POSITION CONTEXT

The development of cancer nursing research capability has the potential to enhance patient care, health outcomes, and health services. A knowledgeable, research-enabled, and research-active nursing workforce is fundamental to quality, safety, and innovation in cancer care. Nurse-led research areas of impact can include access to and equity of treatment and care, symptom and side-effect management, efficient and patient-centered models of care, and post-treatment care.

The Nurse-Led Research Hub (the Hub) is part of the VCCC Alliance Strategic Program Plan 2021-2024, the Leading



for Impact program. The Hub is focused on providing opportunities to grow nursing research capability. The Hub is a practical, interactive, and dynamic initiative that supports connections, research knowledge, and opportunities for nurses across the clinical partners of the VCCC Alliance.

One aspect of the Hub is the development of an online research training resource for nurses working with people affected by cancer with the aim to build a workforce of nurses who are capable of leading research initiatives. The online research training resource will provide an innovative and engaging learning platform that is accessible to the clinical nursing workforce.

POSITION PURPOSE

The Nurse-Led Research Online Course Development Coordinator position will be the coordinating author of the research course. The role will be responsible for the development and translation of existing content into eleven online modules that are part of the overall course. In addition to content development, this role will facilitate the review, translation, and development of key resources to support learning in each module. Resources may include: Case studies, examples of research, templates, guides, and educational resources.

The role will work closely with the VCCC Alliance Nurse-Led Research Program Manager and be expected to consult appropriately with stakeholders (both state-wide and interstate where appropriate) to ensure content and resources are informed by relevant expert groups and are widely accepted and endorsed as a state-wide (and National) educational resource.

This position will suit a candidate who has an extensive understanding and demonstrated application of research principles and approaches as well as an understanding of the context of delivering this to clinical nurses. A background in cancer care would be an advantage. The candidate will have a strong understanding of educational principles and experience in the development and delivery of online education courses/events. They will possess high-level project management expertise with an in-depth understanding of project management principles. They will exhibit exceptional written and verbal communication skills, be confident in stakeholder consultation and management, use their initiative and competently work independently and in a team environment.

As a small and dynamic backbone team, VCCC Alliance staff, managers, and program managers are expected to be comfortable and willing to manage their own administration, with a limited amount of centralised support. Components of this role could be conducted remotely with a requirement to be available on-site as necessary.

ORGANISATIONAL CONTEXT


Vision

The vision for the VCCC Alliance is to save lives through the integration of consumer-engaged cancer research, education, and patient care.

Founded in the holistic principles of the internationally recognised Comprehensive Cancer Centre model, the VCCC Alliance brings together 10 of Victoria's leading research, academic, and clinical institutions to achieve what can only be done through state-wide collaboration. Together we will improve outcomes in cancer in metropolitan, regional and rural Victoria, and forge new approaches to cancer research, education, and patient care for all.

Operating Environment

The VCCC Alliance's multi-site, multi-disciplinary model brings together the complementary strengths of Peter MacCallum Cancer Centre, Melbourne Health (including The Royal Melbourne Hospital), the University of Melbourne, Walter and Eliza Hall Institute of Medical Research, The Royal Women's Hospital, The Royal Children's Hospital, Western Health, St Vincent's Hospital Melbourne (including St Vincent's Institute), Austin Health (including the Olivia Newton-John Cancer Research Institute and Austin Lifesciences) and Murdoch Children's Research Institute.



The VCCC Alliance has a 3.5-year agreement to June 2024 with the Department of Health to develop and implement new and innovative cancer research and treatment programs under an agreed Strategic Program Plan.

Our Team

We are a tight-knit team of staff who form the backbone of the VCCC Alliance, working to facilitate the power of collective impact across the alliance and beyond.

Collective impact underpins 'how' we work and how we enable not only the work of the alliance, but how we positively influence the culture of our shared working experience with member organisations. Collective impact starts by defining a shared problem and working together with our members, consumers, and partners to codesign a shared vision to solve it. We agree on actions and how to regularly measure progress, to not only communicate headway but to also allow for continuous learning and improvement.

Our team fosters and coordinates the expertise of the alliance and other partners to encourage and enable collective effort to achieve more than any single entity can achieve on its own. At the VCCC Alliance, our team, along with our distributed leaders, are the backbone. We are dedicated to facilitating the expertise of the alliance in the ambitious task of implementing sustainable systemic change to continuously improve equitable care and outcomes for cancer patients.

Team Purpose

Be known for enabling the best research-led cancer care for all

Team Values

Better Together *we connect and support to empower sustainable change*

Integrity *we are respectful of the cancer community and accountable for our contribution*

Bold *we cultivate ideas and dare to innovate*

Patient-Centred *we place patients with cancer at the centre of all we do*


For All *we champion equity of cancer care for every Victorian*

Main Responsibilities

The key role of the Nurse-Led Research Online Course Development Coordinator position is to lead the development and translation of existing content into eleven online modules that are part of the overall course. In addition to content development, this role will facilitate the review, translation, and development of key resources to support learning in each module. Resources may include case studies, examples of research, templates, guides, and educational resources.

The position will be responsible for:

- Coordinating the content development for the Nurse-Led Research Online Course.
- Writing content for each of the eleven modules and associated case studies.
- Scoping resources to inform and complement the learning modules and case study scenarios.
- Interaction and consultation with a broad range of stakeholders and content experts to identify suitable content/resources already in existence and to develop new resources.
- Documentation of formal feedback and outcomes of consultation to inform the development of the Nurse-Led Research Online Course.
- Design and format content and resources to a highly professional and acceptable standard that meets user requirements.
- Participation in training to familiarise with the online content builder platform.

- 
-
- Collaboration with the online content builder platform team to produce an engaging and innovative program.
 - Contribute to the VCCC Alliance Nurse-Led Research Hub Expert Reference Group.
 - Manage project timelines relating to the Nurse-Led Research Online Course and report on activities, achievements, and overall outcomes.
 - Identify risks and issues in designing and developing the Nurse-Led Research Online Course and operationalising the course as part of the overarching Hub activities.

Other

- Work collaboratively and collegiately with all stakeholders and partners as required.
- Consult and liaise with VCCC Alliance members, steering groups, co-chairs, and consumers and engage with other key stakeholders as appropriate to support and achieve program milestones and objectives.
- Coordinate workshops, meetings, events, and video conferences pertaining to the project deliverables.
- Work collaboratively with VCCC Alliance colleagues to:
 - Develop high-quality educational materials relating to the project.
 - Develop superior materials to communicate and promote program activities and achievements.
 - Support and assist with broader strategic program objectives to benefit from cross-functional learnings and shared problem solving.
- Prepare materials, reports, and presentations of an excellent standard to support program planning, implementation, and evaluation requirements.
- In collaboration with the Nurse-Led Research Hub team, participate in consultations with the VCCC Alliance evaluation manager to support the achievement of project metrics and evaluation.

General

- Contribute to internal meetings, sharing updates and opportunities.
- Shares information and knowledge and work collaboratively and collegiately with all colleagues, stakeholders, and committees.
- Works in accordance with VCCC Alliance policies and procedures, following reasonable directions.
- Work in a safe and respectful manner and call out inappropriate conduct.
- Assist with or take on other relevant duties to support colleagues and initiatives as reasonably required.

Special Requirements

- VCCC Alliance and the hospital building we work within is a smoke-free environment. All employees are expected to respect this policy to the fullest degree and with a very mindful approach.
- Proof of COVID-19 triple vaccination, unless exempt.
- Maintain a valid Right to Work in Australia.
- Satisfactory completion of National Police Check. In some cases, a Qualifications Check may be required and will be advised prior to the appointment.



KEY SELECTION CRITERIA:

Experience

- Demonstrated ability to create and sustain dynamic, engaging, and inclusive relationships.
- Demonstrated experience in managing relationships and collaborations, including senior academics, clinicians and researchers, and other senior stakeholders.
- A strong networker, comfortable working autonomously, and able to collaborate with a diverse range of stakeholders, both internal and external.
- Proven experience or understanding of a range of research methodologies.
- Experience in the health and medical research and/or healthcare sectors with a demonstrated understanding of:
 - System-level opportunities and barriers for optimal integration of research, education/training, and clinical care.
 - mechanisms that govern health and medical research, professional development of healthcare professionals, clinical trials, and the use of clinical and health data for research.
- Experience in the development and delivery of online education programs.
- A proven ability to work and deliver on projects, able to prioritise conflicting timeframes.
- Experience writing reports, briefs, and other written communications for a range of audiences.

Expertise

- Excellent oral and written communication skills.
- Previous experience in online resource development.
- Experience in managing content development, delivery, promotion, and evaluation of educational activities in complex health care settings.
- Knowledge of research processes, methodological choices, question development, protocols, ethics, etc.
- Proficient in the use of Microsoft Office suite (*or*) advanced Microsoft Office skills.
- Experience with online learning management systems.
- Experience in developing highly professional templates, documentation, and resources.

Desirable

- Previous involvement in cancer-related research projects.
- Nursing experience in a cancer-related clinical area.
- Experience with project management software and online resource development.

Qualifications

- Masters level higher degree in nursing, allied health, science, education, or an equivalent combination of education, training, and experience.

The Person

- Shares information and taps into relevant people and resources to develop solutions to resolve problems and overcome potential barriers.
- Skilled in building strong and sustainable relationships to build consensus and achieve stronger results together.
- Shares ideas and welcomes alternatives from diverse stakeholders to drive solutions and overcome barriers
- Thinks laterally and pursues opportunities for innovation.
- Identifies opportunities to support, encourage, and facilitate equity and quality of cancer care.
- Innovative and adaptable in the face of changing organisational priorities and ambiguous environments.



Equity and Inclusion:

The VCCC Alliance is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification, and victimisation.

The VCCC Alliance makes decisions on employment, engagement, promotion, and reward based on merit. We are committed to all aspects of equal opportunity, diversity, and inclusion in the workplace and to providing all staff, contractors, appointees, secondees, consumers, volunteers, and partners with a safe, respectful and rewarding environment. This commitment is set out in more detail in the VCCC Alliance Equal Opportunity Policy and Bullying Prevention Policy.

Term: The tenure of this role is linked to VCCC Alliance Strategic Plan. Potential opportunities for appointment beyond 6months will be dependent on renewed funding and operational requirements.