

# Position Description

## Data Entry Officer

<b>Classification:</b>	Administration Officer Grade HS1
<b>Business unit/department:</b>	Clinical Haematology - Cancer Services
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input checked="" type="checkbox"/> Remote
<b>Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Employment type:</b>	Fixed-Term Part-Time
<b>Hours per week:</b>	16 hours per week
<b>Reports to:</b>	Operational: Operations Manager; Haematology, Medical Oncology & Palliative Care Research Clinical: Dr Andrew Lim - Head of Unit
<b>Direct reports:</b>	Nil
<b>Financial management:</b>	Budget: \$0
<b>Date:</b>	September 2025

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

### Position purpose

This position is working with the Clinical Haematology Department at Austin Health. The Data Entry Officer will assist the Clinical Haematology Clinicians with the maintenance and population of several registries and databases that contribute to internal clinical operations, clinical research, and national and international quality assurance programs. This position offers an opportunity to engage closely with a friendly and supportive team of clinicians, including direct supervision with, and mentorship from, senior medical staff.

### About the Clinical Haematology Department

The Clinical Haematology Unit located in the ONJ Centre provides a range of inpatient (28 bed Haematology Ward), day patient (Day Oncology) and outpatient services for a range of benign and malignant haematological conditions including autografting and allografting, with close links with Laboratory Haematology.

The allogeneic service, one of only 3 adult services in Victoria, continues to expand including provision of transplants from haploidentical (half-matched) donors as well as being a referral centre

for donor evaluation on behalf of the Australian Bone Marrow Donor registry (ABMDR). Austin Health remains the main referral centre for donor stem cell collection (apheresis) for the northeastern region of metropolitan Melbourne and has strong affiliations with regional centres.

The Unit has access to a comprehensive apheresis service and focuses on individualised care for both the patient and family including late-effects and survivorship. A consultative service is provided throughout Austin Health as well as to other health services in the northeast and regional areas. There is an active clinical haematology research and clinical trial program, and research collaborations with the Olivia Newton John Cancer Research Institute (ONJCRI).

## Position responsibilities

### Role Specific:

This role will complete data entry requirements of the Clinical Haematology Department including but not limited to:

- Data entry requirements for unit clinical operational activities
- Patient databases related to clinical audit and quality assurance
- Patient registries as part of established clinical and/or research programs
- Other general administrative duties as required

The delegation of each data entry task will be logged. Appropriate training, supervision and feedback opportunities will be provided by clinical staff for each task.

## Selection criteria

### Essential skills and experience:

- Data entry experience, including attention to detail
- Highly proficient with respect to information technology, typing and general computer skills
- Highly proficient with respect to medical knowledge
- Trustworthy, demonstrated initiative, awareness of limitations
- Understanding of health record privacy and clinical research governance frameworks
- Flexible with respect to work hours
- Ability to function well within a team

### Desirable but not essential:

- Science Degree with Honours in pharmaceutical or biological sciences or related discipline or currently working towards a medical degree

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with the requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.



**Our actions  
show we care**



**We bring  
our best**



**Together  
we achieve**



**We shape  
the future**

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care; we bring our best; together we achieve; and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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