

# Position Description

## Clinical Haematology Research Fellow

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|----------------------------------|--|
| <b>Classification:</b>           | Medical Officer  |
| <b>Business unit/department:</b> | Clinical Haematology   |
| <b>Work location:</b>            | Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/><br>Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify) |
| <b>Agreement:</b>                | AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026   |
| <b>Employment type:</b>          | Fixed-Term Part-Time   |
| <b>Hours per week:</b>           | 30.4 hours per week  |
| <b>Reports to:</b>               | Director, Clinical Haematology   |
| <b>Direct reports:</b>           | Nil  |
| <b>Financial management:</b>     | Not applicable   |
| <b>Date:</b>                     | February 2026  |

### Position purpose

To provide expert medical care to clinical haematology patients at Austin Health. This includes management of clinical trial patients within the Austin Health Cancer Clinical Trials Centre, management of patients within outpatient clinics outside of a clinical trial context, and contribution to clinical and translational research within the Austin Cancer Centre.

## About the Directorate/Division/Department

The Department of Clinical Haematology sits within Austin Health's Division of Medical and Cancer Services, and forms part of Austin Health's Olivia Newton John Cancer Wellness and Research Centre. Clinical Haematology provides services for a wide range of haematological conditions in the inpatient, specialist clinic, same-day treatment and home-based care settings. Apheresis and cellular therapies (including autologous and allogeneic stem cell transplantation) form part of the service. A 24-hour consultative service is also provided throughout Austin Health. Close collaboration occurs with Austin Pathology, particularly with the Department of Laboratory Haematology.

The Department has affiliations with other health services within the North Eastern Melbourne Integrated Cancer Service (NEMICS), as well as Grampians Health, and is a member of the Victorian Comprehensive Cancer Centre Alliance. The Department has a large clinical trial and clinical research program, and a close association with the Olivia Newton John Cancer Research Institute.

The Cancer Clinical Trials Centre (CCTC) at Austin Health is a major clinical trials centre in Australia with a reputation for excellence. We have over 150 active trials in all major cancers and haematological disorders. Our studies span the range from Phase 1 to Phase 4, and include a mix of pharmaceutical CCTC has over 45 staff including Team Leaders, Trial Fellows, Study Coordinators, Ethics and Finance staff, Data Managers, Trial Pharmacists, and other support staff. Studies are tumour-streamed with each Tumour Stream supported by consultant medical staff, Trial Fellows and study team. The atmosphere within CCTC is energetic, friendly and cohesive, with strong teamwork ethic amongst all members and regular meetings with Investigators to discuss study management issues.



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## Position responsibilities

This is a one-year position, with the option to extend to two years depending on the needs of the trial's unit and the goals of the applicant. For an extension of the position to 2 years, the applicant will be invited to formally apply for an extension in their first year.

### 1. Clinical research

- Ensuring that all CCTC requirements for acting as a trial fellow are met (i.e. GCP training etc.)
- Supervision of patient accrual, clinical follow-up (either in outpatients or in dedicated trial clinics), data collection and assisting data analysis for patients participating in clinical trials
- Liaison with research nurses, ward registrars and clinical trial coordinators in the above duties  
Provision of high-quality documentation regarding patients participating in CCTC trials as outlined in CCTC Standard Operating Procedures.
- Attend clinics as needed for the purpose of seeing new referrals for trials and review of patients participating in relevant clinical research activities.
- When appropriate, to liaise with clinicians in the medical centre regarding appropriate collection and delivery of tissues for analysis.
- Assist as needed other staff responsible for the development and population of relevant databases.
- Facilitate cross-referrals of appropriate patients from external referrals.
- Where appropriate, to develop or assist in development of investigator-initiated research protocols.

### 2. Meetings

- Attend and present at educational meetings, senior laboratory meetings and journal club on relevant topics.
- Present relevant protocols to the department when appropriate i.e. at feasibility stage
- Presentations to local and or international meetings of results of research undertaken.

### 3. Teaching and education

- Mentoring clinical registrars and educating them in aspects of clinical research
- Unit case presentation meetings and other meetings as appropriate

### 4. Clinical services

- Abide by Austin Health corporate policies and practices.
- Participate in Austin Health performance appraisal program as required.
- Undertake not to reveal to any person or entity any confidential information relating to patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer
- Participate in the emergency incident response activities, as defined within the Emergency Response Manual, as and when required, at the direction of management.



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## 5. Additional comments

- The Fellow will have the opportunity to focus on disease entities according to their interest and after discussion with their relevant stream leads.
- In addition to clinics for trial recruitment, Fellows may participate in clinical unit clinics after approval by the Director of CCTC and the relevant Head of Unit. Total clinics per week are limited to three clinics at most.
- Interested Fellows may be given the opportunity to pursue a higher degree over the period, including some access to laboratory components of the research under the supervision of the stream lead(s). This will be determined on a case-by-case basis with the Director of the CCTC and Head of Unit.
- Other clinical work will be determined on a case-by case basis with the Head of Unit and Director of the CCTC.



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## Selection criteria

### Essential knowledge and skills:

- A commitment to Austin Health values
- Up-to-date knowledge and skills in clinical haematology
- Demonstrates, understands, and adheres to Good Clinical Practice
- Demonstrates ability to communicate at all levels
- Demonstrates the ability to work in teams and collaborate
- Demonstrates a commitment to research
- Demonstrates a commitment to undergraduate and postgraduate education
- Demonstrates a commitment to Continuous Quality Improvement and commitment to high quality patient care
- Excellent use of web based and clinical systems

### Desirable but not essential:

- Prior clinical trials experience



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## Professional qualifications and registration requirements

- Must be a registered Medical Practitioner in Australia with the Australian Health Practitioner Regulation Agency (AHPRA).

## 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 requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## 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.



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## 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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