

Austin Health Position Description



Position Title:

Classification:	Medical Officer
Business Unit/ Department:	Cancer & Neurosciences, Clinical Haematology
Work location:	Austin Health
Agreement:	AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026
Employment Type:	Fixed-Term Full-Time or Part-Time
Hours per week:	43
Reports to:	Director, Clinical Haematology
Direct Reports:	Nil
Financial management:	Budget: N/A
Date:	30 April 2024

About Austin Health

Austin Health is one of Victoria's largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training, and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health, and rehabilitation.

Our vision is to shape the future through exceptional care, discovery, and learning. This is supported by our values which define who we are, shape our culture and the behaviours of our people.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe, and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our [Gender Equality Action Plan](#) we have been guided by the gender equality principles set out in the

Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

Position Purpose

- To manage clinical trial patients within the Austin Health Cancer Clinical Trials Centre to the standards of the department, including participating in the Austin Health performance appraisal program.
- To contribute to clinical and translation research within Cancers Services, Austin Health.

About Cancer Service, Clinical Haematology & Clinical Trials

Cancer Services at Austin Health provides a complete range of services to patients with malignant disease in the Olivia Newton-John Cancer Wellness and Research Centre. This includes medical oncology, clinical haematology, radiation oncology, palliative medicine and wellness and supportive care programs. Incorporated within these are strong undergraduate and postgraduate teaching programs.

Clinical Haematology forms part of the Olivia Newton-John (ONJ) Centre at Austin Health, and provides services for a wide range of benign and malignant haematological conditions in the inpatient, specialist clinics, day treatment and home settings. Close collaboration occurs with laboratory haematology. Apheresis, autologous and allogeneic stem cell transplantation form part of the service. A consultative service is also provided throughout Austin Health.

The unit has a close association with other health services within the North Eastern Melbourne Integrated Cancer Service (NEMICS), as well as Ballarat Base Hospital, and is an active participant in the Victorian Comprehensive Cancer Centre Alliance. The unit has a large clinical trial and clinical research program, and a close association with the Olivia Newton John Cancer Research Institute (ONJCRI).

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 actively 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 Company Sponsored Studies, Collaborative Group Studies and Investigator-initiated Studies. The Unit has over 45 staff including Team Leaders, Trial Fellows, Study Coordinators, Ethics Specialists, Data Managers, Financial Specialists, Study Pharmacists and other Trials 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.

Purpose and Accountabilities

Role Specific:

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 wishes 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. Good Clinical Practice 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

Additional comments:

- The Fellow will have the opportunity to focus on disease entities according to their interest and after discussion with their relevant tumour stream leads in Clinical Haematology.
- In addition to clinics for trial recruitment, Fellows may participate in Clinical Haematology Clinics on a case by case basis after (a) approval by the Director of CCTC and (b) agreement of the Director of Clinical Haematology. 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 tumour stream lead(s). This will be determined on a case-by-case basis with the Directors of CCTC & Clinical Haematology.
- Other clinical work will be determined on a case-by case basis with Directors of CCTC & Clinical Haematology.

All Employees:

- Comply with Austin Health [policies & procedures](#) as amended from time to time
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues, and members of the public. Escalate concerns regarding safety, quality, and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principals of patient centered care.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

Selection Criteria

Essential Knowledge and skills:

- A commitment to Austin Health values.
- Registration with the Australian Health Practitioner Regulation Agency (AHPRA) of Australia (note eligible applicants will be assisted through this process).
- Holds, or is undergoing, specialist qualification for Fellowship of the Royal Australasian College of Physicians or equivalent
- Up-to-date knowledge and skills in medical oncology
- 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
- Good computer skills including use of email and internet

Desirable but not essential:

- Prior clinical trials experience

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy, and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

Austin Health is committed to diversity and inclusion in employment and is proud to encourage applications from people of different backgrounds, abilities, ages, genders, gender identities and/or sexual orientations.

Austin Health acknowledges the Traditional Owners of the lands we work on and pay our respects to Elders past and present.

We welcome applications from people with disability and aim to provide an inclusive and accessible workplace. If you need any help with the application process or would like to discuss your reasonable adjustments during interviews, please let us know.

We welcome applications from Aboriginal and Torres Strait Islander peoples. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#).

Document Review Agreement

Manager Signature	
Employee Signature	
Date	