

1. THE ORGANISATION AND OUR MISSION

St Vincent's Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 7,500 staff across 18 sites throughout Melbourne.

Part of Australia's largest not-for-profit Catholic health and aged care network, St Vincent's Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM's mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent's Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

2. KEY POSITION DETAILS

Job Title:	Islet Transplant Fellow	Reports to:	Director of Clinical Services
Program:	Tom Mandel Islet Transplant Program (TMITP)	Department:	Nephrology Department
Industrial Agreement:	AMA Victoria – Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022 – 2026, or its successor	Classification:	HM25 – HM30
		Risk Category:	A

3. LOCAL WORK ENVIRONMENT

St Vincent's Hospital Islet Transplant program is a member of The Australian Islet Transplant Consortium along with Westmead Hospital, NSW and Royal Adelaide Hospital, SA. Pancreatic islet transplantation in Australia occurs through the Nationally Funded Centre Program for Pancreatic Islet Cell Transplantation.

The Nephrology Department is located within the Healy Wing of St Vincent's Hospital Melbourne in Fitzroy. The Islet Transplant Program sits within the broader St Vincent's Transplant service which undertakes living donor and deceased donor kidney transplantation as well as Vascularised Composite Allograft transplants.

The St Vincent's Hospital Islet Transplant Program includes a multidisciplinary clinical team including the departments of Endocrinology, Nephrology and Radiology working in partnership with the Pancreatic Islet Isolation Laboratory Program and St Vincent's Institute for Research.

4. POSITION PURPOSE

Islet transplantation is a therapeutic option for a small cohort of patients with type 1 diabetes and recurrent severe hypoglycaemia. Islet Transplantation in Australia occurs through the multi-centre service as a Nationally Funded Centre and is subject to ongoing benchmarking and clinical development in order to facilitate optimal patient outcomes. This clinical service offers a small but highly disadvantaged group of patients access to a successful clinical service that offers improved quality of life, reduced risk of disease complications and increased life expectancy.

The Islet Transplant Fellow will:

- Provide clinical care and expertise to the patients of St Vincent's Islet Transplant Program, providing transplant care to patients being assessed for and after Islet Transplantation under the supervision of transplant physicians, endocrinologists and laboratory scientists.
- Undertake clinical research activities adhering to ethical and scientific principles set out by the National Health and Medical Research Council of Australia and the Good Clinical Research Practice Guidelines of the Therapeutic Goods Administration.
- Contribute to the collection and auditing of clinical data on Islet Transplantation at St Vincent's for the purposes of clinical research and program auditing activities
- Contribute to Islet Transplant program service evaluation, improvement and development

- Demonstrate a commitment to ongoing learning and professional development in transplantation.

5. POSITION DUTIES

CLINICAL ROLES

- Undertake medical assessment of all Islet Transplant referrals received for general medical suitability for commencement of screening for Pancreatic Islet Transplant.
- Referral of patients to Islet Transplant Diabetes Team for assessment of diabetes and glycaemic indications for Islet Transplant and closely liaise with the Diabetes Team to facilitate patient focused diabetes management.
- Undertake transplant work up assessment including: medical and surgical referrals as required to other specialty units for assessments and opinions, order and review results of all required screening investigations and formulate medical patient centre treatment plan to facilitate efficient activation on the transplant list.
- Liaise with other members of the multidisciplinary team on the delivery of the treatment plan.
- Participate in patient education activities including provision of the patient information booklet, one-on-one transplant education and involvement in education seminars to patients and care-givers.
- Formulate medical summaries and present patients for approval for activation on transplant waiting list at Islet Transplant Activation Multi Disciplinary Meeting.
- Provide thorough, timely and accurate medical handover of patients to the ward transplant team for those receiving transplants after-hours and participate in scheduling and oversight of Islet transplant procedures during standard work hours.
- Communicate clearly with the Islet Isolation Laboratory staff to ensure optimal patient outcomes during transplants.
- Conduct annual reviews for patients active on the Islet Transplant Waiting List to ensure ongoing medical suitability for transplant.
- Provide post-transplant care to patients following Islet Transplant including clinical review, organisation of standard surveillance tests and data collection for auditing and research purposes.
- Attend weekly post transplant meeting and undertake required medication changes and arrange any urgent investigations or medical interventions required based on post transplant investigation results.
- Provide weekday business hours urgent medical phone advice to post islet transplant recipients.
- Manage the Islet Transplant assessment and post transplant patient databases to ensure efficient and timely work up of patients and appropriate use of clinical resources.
- Presentation and promotion at local, interstate and International meetings of Islet Transplant outcomes.

CLINICAL LEADERSHIP

- Provide leadership that facilitates the development of evidence based clinical practice including involvement in revision of Islet Transplant protocols and guidelines.
- Provide clinical leadership to the ward transplant team including clinical management advice and ongoing evidence based education to all team members.
- Participate in discussions with TMITP multi-disciplinary team and the National Islet Transplant Consortium meetings including the New South Wales and South Australia Islet Transplant Teams.
- Respect the leadership roles and the varied other roles and responsibilities within the Islet transplant team and work effectively with others.

RESEARCH

- Undertake implementation and evaluation of research projects proposed and conducted by the Islet transplant team at St Vincents Hospital and affiliated institutions to promote evidence based practice and optimal patient outcomes.
- Assist in the development of National Ethics Applications for Islet transplant research projects.
- Undertake informed consent process for eligible participants of HREC approved research protocols.

- Undertake clinical research activities in the Centre for Transplant and Diabetes Research, including clinical research patient assessments, research data collection and curation and analysis of research project data and outcomes.
- Comply with relevant legal requirements and organizational policies regarding health records and timely and accurate patient documentation and statistical data.
- Provide clinical data to other researchers to act as a co-author for inclusion in publication
- Maintain currency in relation to research training including completion and maintenance of GCP-ICH training.
- Presentation at local, interstate and International meetings of Islet Cell Transplant research activities.

EDUCATION

- Provide feedback and review to the Islet transplant Diabetes Nurse Educator on revisions to the Islet transplant patient education booklet,
- Provide inservices, tutorials and lectures to medical, nursing and allied health staff on current evidence based medical care in Islet transplantation.
- Provide education services to Diabetes educators, transplant physicians, and transplant nurses in external centres including rural and remote areas and interstate particularly in Tasmania.

CLINICAL SERVICE MANAGEMENT

- Participate in the ongoing evaluation and auditing of the Islet Transplant program clinical services.
- Develop key performance indicator for optimal duration and timing of patient Islet Transplant suitability assessment.
- Contribute to future planning of Islet Transplant services.
- Maintain regular communication with the Islet Isolation Laboratory staff to ensure efficient service provision by the laboratory to the St Vincent's Hospital Islet transplant program.

6. INCUMBENT OBLIGATIONS

General

- Perform duties of the position to best of their ability and to a standard acceptable to SVHM.
- Comply with all SVHM policies, procedures, by laws and directions.
- Treat others with respect and always behave professionally and in accordance with the SVHM Code of Conduct.
- Only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed.
- Participate in the annual SVHM performance review process.
- Display adaptability and flexibility to meet the changing operational needs of the business.
- Comply with applicable Enterprise Bargaining Agreement provisions.
- Display a willingness to develop self and seek to improve performance.

Clinical Quality and Safety

- Attend clinical orientation upon commencement.
- Maintain clinical registration and any required indemnity cover.
- Always work within approved scope of practice under supervision by more senior clinical staff as appropriate.
- Take personal responsibility for the quality and safety of work undertaken.
- Take all necessary care and precautions when undertaking clinical procedures.
- Complete annual clinical competencies.
- Maintain skills and knowledge necessary to safely and skilfully undertake clinical work.
- Consult with peers and other experts and refer to other healthcare workers when appropriate and in a timely manner.
- Collaborate and clearly communicate with patients/clients and the healthcare team.
- Participate in clinical risk management and continuous quality improvement activities as part of day-to-day work.

Person Centred Care

- Ensure consumers receive information in an appropriate and accessible format.

- Actively support consumers to make informed decisions about their treatment and ongoing care.
- Ensure consumers are aware of their rights responsibilities and how to provide feedback.

Health and Safety

- Protect the health and safety of self and others, complying with all health and safety related policies, procedures and directions.
- Complete required Fire and Emergency Training annually.
- Complete required Workplace Culture and Equity Training annually.
- Attend general hospital orientation within 3 months of commencement.
- As required, comply with fit-testing and PPE requirements.
- Participate in reporting and analysis of safety and quality data including risks or hazards,
- Report any hazards, near misses and incidents (regardless of whether an injury occurred or not) into Riskman.
- Identify and report any variance to expected standard and minimising the risk of adverse outcomes.

7. INCUMBENT CAPABILITY REQUIREMENTS (Level 2)

The incumbent of this position will be expected to possess the following core capabilities:

Capability		Demonstrated behaviour
Personal	Personal effectiveness	Takes responsibility for accurate, timely work results
	Learning Agility	Identifies personal development needs and seeks information from a range of sources
Outcomes	Patient/Resident/client centred	Strives to meet and exceed expectations, demonstrating sound judgement
	Innovation and Improvement	Contributes to improvement by reviewing strengths and weaknesses of current processes
Strategy	Driving Results	Manages own work load to deliver results
	Organisational Acumen	Understands the interdependencies between units/departments
People	Working with and Managing others	Takes responsibility for ensuring productive, efficient teamwork
	Collaboration	Works collaboratively within and outside the team

8. SELECTION CRITERIA

8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

- Bachelor Medicine, Bachelor Surgery or equivalent
- Registration with the AHPRA or eligibility for general registration
- Registration as a medication prescriber

8.2 OTHER ESSENTIAL REQUIREMENTS

- Commitment to:
 - The Values and Health Care Philosophy of the Sisters of Charity
 - The Principles of the St. Vincent's Hospital Patient Care Model
 - The Hospital's Code of Conduct
- Ongoing involvement in and commitment to continuing education
- Excellent communication skills with the ability to communicate effectively with colleagues at all levels both internal and external to the Department
- Previous experience in Mental Health

8.3 OTHER NON ESSENTIAL REQUIREMENTS

- Excellent interpersonal skills with the ability to promote and facilitate and establish effective and fruitful working relationships and collaborations with departments, professional groups.

9. REQUIRED IMMUNISATIONS

SVHM Employee Health Screening and Immunisation Policy outlines the requirements for staff working in SVHM facilities.

Table 1: Vaccine Preventable Diseases for which vaccination and/or assessment is required within SVHM

Chicken pox (varicella) Hepatitis B Measles Mumps Rubella	Whooping cough (pertussis) Diphtheria Tetanus Influenza Tuberculosis COVID-19
---	--

NOTE: Vaccination requirements may differ according to individual jurisdictional requirements and policy directives and where there is a conflict the higher directive will apply.

SVHM has grouped individuals according to their risk of transmitting vaccine preventable diseases and their risk of exposure to blood or body substances (Table 2).

Table 2: Health Care Worker Risk Categorisation

Risk Category	Description	Vaccination requirement
Category A	Vaccination is required for this category of health care worker. Healthcare workers within this category have the potential to transmit Vaccine Preventable Diseases to vulnerable patients most at risk of mortality and morbidity from these diseases within SVHM. This includes employees with direct physical contact with patients/clients, deceased persons, blood, body substances or infectious material or surfaces/equipment that might contain these or contact that would allow acquisition and/or transmission of a specific infectious disease by respiratory means. This includes laboratory workers.	Required
Category B	Vaccination is recommended for this category of HCW. This includes individuals who do not work with the risk of exposure to blood or body substances, their normal work location is not in a clinical area (e.g. chef, administrative staff) and only attends the clinical area for short periods of time. Essentially, these individuals have no greater level of risk than that of the general community.	Recommended

10. PRE-EXISTING INJURY

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

11. AGREEMENT

National Police Check:

I understand that it is a condition of my employment to provide SVHM with a current National Police Certificate PRIOR TO COMMENCING WORK and this is at my own cost.

I understand that regardless of the frequency, if I am working and or visiting in a designated 'high risk area' of SVHM (as defined in the SVHA Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

NDIS Clearance (if applicable):

If you are working in a designated 'Risk Assessed Role' (as defined by the National Disability Insurance Scheme NDIS) regardless of frequency, you will be subject to periodic NDIS Worker Screening Checks every

five years at your own cost. 'Risk Assessed Roles' are defined as (a) key personnel as defined in the *National Disability Insurance Scheme Act 2013*; (b) any role that directly delivers a set of specified supports or services in the [NDIS \(Practice Standards – Worker Screening\) Rules 2018](#); (c) any role where normal duties are likely to require 'more than incidental contact' with people with disability. The designation of 'Risk Assessed Roles' are subject to change, please refer to NDIS Practice Standards for further information.

Required Immunisations:

Individuals who will be working in Category A positions will only be able to commence employment following assessment of their vaccination status. The decision to proceed with the commencement of employment will be at the discretion of the ICP in consultation with the Hiring Manager and may in some instances, require additional vaccinations to ensure full compliance with the SVHM Employee Health Screening and Immunisation Policy.

I understand that if additional vaccinations are required to comply with pre-employment prerequisites, this will be at my own cost. Where a state jurisdiction overrides this, the facility will bear the cost.

I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.

Name: _____

Signature: _____

Date: _____