

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:	Lymphoma/Leukaemia Fellow	Reports to:	Director of Haematology
Program:	Cancer and Community Care	Department:	Haematology
Industrial Agreement:	AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022 – 2026, or its successor.	Classification:	HM25-30
		Risk Category:	A

3. LOCAL WORK ENVIRONMENT

St Vincent's Clinical Haematology is a vibrant and rapidly growing unit with expanding clinical research opportunities. It is a dynamic and supportive working environment with a focus on improving patient outcomes including access to state-of-the-art novel therapy.

The department of Clinical Haematology provides comprehensive services to in-patients, day patients, outpatients and satellite clinics, through diagnosis and management of a wide range of malignant haematological conditions. The department also has an active clinical trials and research program, including novel therapeutics such as bispecific T cell engagers and CAR T cells. St. Vincent's Haematology Clinical Research Unit currently has over 130 actively recruiting lymphoma, leukaemia and myeloma trials. The Unit is involved in phase I "First in Human" studies through to large phase III international studies. Medical education is also a major aspect of the department, with regular clinical and pathology meetings such as MDMs, morphology and journal club meetings as well as a dedicated haematology registrar and fellow education program. Clinical haematology works in close collaboration with the Oncology, Palliative Care and Psycho-Oncology Units within the hospital, where the focus is to manage patients in an evidence-based, multidisciplinary setting by bringing together expertise from a range of disciplines and specialists.

4. POSITION DESCRIPTION

- The Lymphoma/Leukaemia Fellow is responsible for supporting the Haematology Clinical Research Unit in the conduct of clinical trials, especially in the areas of lymphoma and leukaemia. This involves working with the principal investigators and study coordinators to ensure optimal care of trial patients and proper trial conduct.
- Within protected research time, the Fellow is expected to conduct other research activities, with the opportunity to pursue a higher degree with the University of Melbourne and St Vincent's Hospital. The research activities are expected to result in publication output including presentations at international scientific meetings under the supervision of senior consultants.
- The Fellow will be involved in the day to day clinical management of patients.
- Teaching and education of Junior Medical Staff and contribution to quality improvement initiatives.
Part-time position is negotiable.

5. POSITION DUTIES

- Active participation in clinical research, including being part of the team of co-investigators
- Active participation in patient recruitment and patient care.
- Weekly outpatient clinical trials clinics.
- Execution of the agreed research projects, potentially as part of a higher degree with the University of Melbourne, under the supervision of dedicated research supervisors.
- Involvement in presentations at conferences and publications in relevant journals.
- Attendance at unit meetings and journal clubs
- Participation in Quality Improvement activities
- Contribution to teaching and education

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 of Medicine, Bachelor of Surgery or equivalent
- Fellowship/ Membership of appropriate Specialist College [RACP or equivalent]
- Specialist Registration with the Medical Practitioners Board of Victoria
- Indemnification with recognised Medical Defence Association
- Evidence of participation in an approved CME program

8.2 OTHER ESSENTIAL REQUIREMENTS

- Excellent clinical skills
- Effective communication skills and the ability to engage successfully with patients , relatives and colleagues
- Demonstrated good working relationships with other team members and colleagues
- Able to work efficiently under pressure and prioritise tasks effectively
- Leadership qualities including the ability to set clear individual/unit objectives commensurate with the corporate objectives; ability to develop effective relationships and generate team confidence ; commitment to ongoing quality improvement ;
- Understanding of appropriate trial conduct under GCP guidelines and GCP accredited.
- Interest in clinical research and other research activities; previous experience with clinical trials preferred.
- Teaching commitment and skills in the areas of undergraduate, postgraduate and continuing medical education.
- Ongoing involvement with, and encouragement of research
- Ongoing commitment to personal continuing education and professional development
- Commitment to the values of the Sisters of Charity: Compassion, Justice, Human Dignity, Excellence and Unity.
- Evidence of contribution to teaching, education, QI and clinical research activities

8.3 OTHER NON ESSENTIAL REQUIREMENTS

- Evidence of contribution towards managerial activities (eg participation in organisational committees)

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: _____