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 6,500 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:	Oncology Clinical Research Fellow, 0.8 EFT	**Reports to:**	Director of Cancer Services
Program:	Specialty Services incl Cancer Services/Acute Services	**Department:**	Cancer Services
Industrial Agreement:	AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2018-2021	**Classification:**	HM30 / Dependent on years of experience
		Risk Category:	A

3. LOCAL WORK ENVIRONMENT

The Department of Oncology at SVHM provides a comprehensive service to in-patients, day patients, outpatients and satellite clinics. The Department has an active clinical research program and employs several clinical trials co-ordinators, data managers and MD and PhD students. The Oncology Clinical Trials Unit conducts national and international clinical trials across a breadth of tumour streams. The Department is strongly affiliated with the University of Melbourne in its research and teaching activities. SVHM is an alliance member of the VCCC and has good working relationships with external cancer and government agencies.

4. POSITION PURPOSE

As the Clinical Research Fellow, you will be part of a clinical, research and academic team within the Oncology Department. You will be responsible for the care of patients on clinical trials and will be

exposed to a range of research activities related to early phase and phase III national and international clinical trials, as well as in-house investigator initiated projects.

5. POSITION DUTIES

- Provide direct medical care to assigned clinical trial patients under the supervision and guidance of a Senior Staff Specialist by attending 2 outpatient clinics per week
- Assist in identifying patients that are potentially eligible for clinical trials
- Assist in consenting and coordination of tissue for studies involving molecular screening
- Undertake clinical trial procedural work including oversight of ethics submissions, tumour measurements and serious adverse event reporting
- Participation in site qualification meetings, site initiation visits as well as safety review committee meetings for early phase studies (with supervision/guidance from senior staff specialist)
- Take part in audits, clinical research and quality management initiatives within Cancer Services
- Participate in regular research meetings with clinical trials personnel
- Participate in education of medical and nursing staff
- Participate as an Oncology representative on the Human Research Ethics committee
- Assist in general Oncology clinics intermittently as needed
- Participate in the Oncology on-call roster not more than 1 in 6 weeks

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 skillfully 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

7. INCUMBENT CAPABILIITY 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

- Registration as a medical practitioner without conditions, with APHRA
- Must have FRACP in Medical Oncology or completed at least 2 years of advanced training in medical oncology
- Clinical skills and abilities are expected, consistent with the level of training in oncology according to the years of experience in the specialty
- Good communication skills at a primary patient care and inter-professional level.
- Strong interest in patient care, research and clinical trials
- Current GCP certificate

8.2 OTHER ESSENTIAL REQUIREMENTS

- Clinical skills and abilities are expected, consistent with the level of training in oncology according to the years of experience in the specialty
- Good communication skills at a primary patient care and inter-professional level.
- Strong interest in patient care, research and clinical trials
- Current GCP certificate

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)	Whooping cough (pertussis)
Hepatitis B	Diphtheria
Measles	Tetanus
Mumps	Influenza
Rubella	Tuberculosis

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: _____