

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:	Haematology (Laboratory) Registrar	Reports to:	Head, Laboratory Haematology (and Director of Clinical Haematology for wod/outpatient clinic duties)
Program:	Clinical Support	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

The Haematology Laboratory Registrar is accountable for the delivery of clinical services to patients of SVHM and St Vincent's Pathology, through provision of high quality clinical and laboratory services, contribution to service evaluation and a commitment to ongoing learning and professional development in the specialty of haematology.

4. POSITION PURPOSE

To provide day to day diagnostic laboratory haematology support for the clinical management of patients of SVHM and St Vincent's Pathology, under the supervision, care and direction of the Head, Laboratory Haematology, to ensure high quality patient care delivery.

To undertake administrative duties for the Haematology Laboratory under the direction of the Head, Laboratory Haematology to ensure that the Laboratory is run safely and efficiently.

5. POSITION DUTIES

Accountability Objectives

- To provide day to day diagnostic laboratory haematology support for the clinical management of patients of SVHM and clients of St Vincent's Pathology, under the direction of the Head, Laboratory Haematology and delegate/s, to ensure high quality of patient care
- To undertake administrative duties for the Haematology Laboratory under the direction of the Head, Laboratory Haematology to ensure that the Laboratory is run safely, effectively and efficiently
- To undertake appropriate educational and training activities in conjunction with educational supervisors and other Haematology Laboratory staff
- To comply with the Code of Conduct, Workplace Health and Safety and mandatory training/education requirements of SVHM
- To ensure that all leave is notified to and prospectively approved by the Head, Laboratory Haematology [or delegate] whenever possible

(A) Key Result Areas

- 1. Delivery of Services** (see subsequent section 'Performance Objectives and Activities')

- Active participation in the provision of high quality laboratory haematology services from test selection to reporting, including a detailed knowledge of testing methods, pitfalls in their performance/interpretation, relevant quality control/assurance and relevant aspects of laboratory management
- Development of competence in all aspects of laboratory haematology practice (as detailed in the current RCPA Training Handbook and thus providing a framework approach to the RCPA Haematology examinations/assessments where applicable)
- Development of a sound working knowledge of all relevant local laboratory protocols/procedures
- Provision of a clinical liaison service to both internal (SVHM) and external clinicians (including out-of-hours advice under supervision)
- Participation in transfusion medicine activities, including clinical liaison, education and haemovigilance [investigation of transfusion reactions and incidents and clinical audit and quality improvement activities]
- Effective and appropriate liaison with clinical and laboratory haematologists and registrars, other pathologists, SVHM administrative, clinical and laboratory staff, patients/carers and external clients
- Participation in and contribution to registrar/HMO education programmes and clinical research activities within the Haematology Laboratory at SVHM and various inter-hospital haematology activities e.g. annual slide night
- Participation in, at the discretion of the Head, Laboratory Haematology, the on-call weekly laboratory haematology roster, with consultant back-up
- Participation in, at the discretion of and agreement with the Director of Clinical Haematology and the Head, Laboratory Haematology, the provision of supervised clinical haematology services including outpatient attendance and participation in the on-call weekly clinical haematology after hours roster

2. Quality Assurance/Improvement/Education

- Participation in the quality assurance/improvement activities of the Haematology Laboratory including attendance at Management meetings, and participation in haemovigilance activities, audits, projects, method/protocol/incident reviews and external QA activities, where appropriate
- The registrar will assist in collection/analysis/presentation of data for audit/improvement purposes
- The registrar will ensure that regular meetings with educational supervisors occur and that all CJCT/RCPA training requirements are completed with relevant and timely associated documentation

3. Teaching

- The registrar will undertake development and maintenance of a relevant supported self-directed learning programme
- The registrar will be actively involved in teaching e.g. lectures and tutorials to nurses, HMOs and medical students where applicable
- The registrar will assist with orientation of new junior staff to the laboratory's activities, especially Clinical Haematology HMOs with respect to appropriate test ordering, blood utilisation, bone marrow biopsy etc.
- The registrar will participate in the regular laboratory and clinical educational and management meetings including journal presentations and discussions on specialised topics etc. Attendance for registrars at such meetings is expected unless on approved leave or there are extenuating circumstances
- In accordance with relevant awards, attempts will be made to provide adequate time for personal continuing education, attendance at relevant tutorials and participation in scientific/educational meetings; submission of abstracts to local/international scientific meetings by registrars is strongly encouraged
- Assistance with the provision of staff training and education sessions for the Haematology Laboratory and inter-hospital teaching activities
- Preparation for, and success in, relevant examinations
- The registrar will also liaise with the relevant nursing staff in relation to/during/after certain procedures, especially bone marrow biopsy.

4. Research

- The registrar is strongly encouraged to participate in clinical/laboratory research projects already established within the Department and to initiate and complete research projects/audits where possible.
- Trainees in CJCT in Clinical Haematology alone or single discipline Haematology RCPA haematology training programmes should scope, work on or complete mandatory project/dissertation work as required (depending on level of training).

5. Resource Utilisation

- The registrar will participate in and help to provide advice on clinically appropriate and efficient laboratory haematology testing/practice

6. Technological Change

- The registrar will utilize and participate in all relevant IT activities and new testing technologies that promote high quality, safe and efficient patient care and laboratory practice.

7. Other

- The registrar will undertake any other appropriate professional duties at the direction of the Head, Laboratory Haematology or the Clinical Director of Haematology or their delegates
- The registrar is expected to practice in accordance with SVHM workplace culture and equity principles

(B) Key Performance Indicators

1. Delivery of service

- Demonstrates commitment to high quality laboratory haematology practice to support safe and efficient patient care

2. Quality Improvement

- Attendance at and involvement in management and educational meetings of the Department and participation in QC/QA/method/ incident review activities

3. Research/Teaching

- Attendance and presentations at Department and external education meetings /tutorials etc
- Participation in orientation and training of junior HMO staff and student/staff teaching programmes
- Presentation/publication of scientific/quality assurance/project work

4. Resource Utilisation

- Demonstrates commitment to efficient, effective and safe laboratory haematology practice

Performance Objectives and Activities

Registrars are expected to achieve competence and participate in the following:

- Reporting of blood films, bone marrow aspirates and trephines, blood, marrow and lymph node flow cytometry, coagulation testing, 'special' haematology testing, transfusion serology and other diagnostic haematology testing in a competent, efficient and timely manner, under supervision of the reporting scientist/haematopathologist
- Performance of all bone marrow biopsies on SVHM/SVPM patients, including provision of advice regarding this investigation, management of patient appointments, pre-procedure assessment, consent, documentation, the safe administration of conscious sedation/inhalational analgesia where appropriate and consistent with hospital protocols and the timely reporting of morphology results together with selection of appropriate ancillary tests (under the supervision of the reporting haematopathologist)

- Acquisition of basic knowledge of and “hands-on” technical experience in all areas of the laboratory, e.g. immunohistochemical staining, testing of haemostatic function/thrombophilia, transfusion serology, blood component/product support, molecular testing, flow cytometry, haemoglobinopathy diagnosis, cryopreservation and handling of HPCs, CAR T-cells etc.
- Familiarisation with the indications for, principles of, and “sendaway” arrangements for haematology tests performed at external laboratories on behalf of the Haematology Laboratory
- Management of and provision of advice regarding patients receiving anticoagulant therapy including outpatient dosing and advice, reversal, support for bleeding patients etc.
- Performance and coordination of antenatal and other screening for thalassaemia and haemoglobinopathies.
- Familiarisation with the laboratory information management system, including gaining competence in requesting and reporting of tests
- Knowledge of laboratory workflows, including active involvement in reception of specimens (including unsuitable specimens), processing, “sendaways” etc.
- Appropriate care and maintenance of laboratory equipment including microscopes
- Labelling, filing and retrieval of pathological specimens
- Clinical liaison activities including review of and provision of advice about patients pre- and post transfusion including for reactions/incidents/massive transfusions
- Participation in (with ‘back up’ supervision by the laboratory haemato-pathologist) the laboratory haematology on-call medical roster (to acquire “consultative” skills in out-of-hours/urgent circumstances) as and when deemed appropriate by the Head, Laboratory Haematology
- Appropriate and professional interaction with laboratory scientists and assistants, pathologists and administrative staff in the Haematology Laboratory/Pathology
- Participation in Haematology audits and internal and external quality assurance activities, including attendance at Haematology Management and SVHM Transfusion Committee and other relevant meetings as required
- Participation in development and review of laboratory haematology and related protocols/methods/guidelines
- Attendance at and participation in laboratory and clinical meetings as outlined above
- Undertaking of assigned haematology tutorials/teaching for undergraduate and postgraduate medical and scientific staff where applicable
- Participation in after-hours and weekend cover roster for the Clinical Haematology Unit and/or weekly clinical haematology outpatient clinic (if applicable) – see above
- Active and regular participation in peer review
- Provision of assistance to the Head, Laboratory Haematology to ensure that errors, complaints and incidents are identified, recorded, investigated and analysed and that appropriate corrective actions are undertaken in a timely fashion to support a culture of open disclosure and quality improvement
- Maintenance of professional and ethical standards of behaviour and practice; the registrar should ensure personal punctuality and provision of timely communication of illness/unplanned absence and requests for proposed leave to the Head, Laboratory Haematology.
- Assistance in building and maintaining the reputation of the Haematology Laboratory, St Vincent’s Pathology, as a referral centre for diagnosis of haematological disease and as a reputable Haematology training site
- Participation in any appropriate additional professional duties related to the delivery of laboratory haematology services as deemed appropriate by the Head, Laboratory Haematology.

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

- MBBS (Bachelor Medicine, Bachelor Surgery), or MD (Doctor of Medicine)
- Provisional Registration, Medical Practitioners Board of Victoria

8.2 OTHER ESSENTIAL REQUIREMENTS

- Commitment to the Values and Health Care Philosophy of St. Vincent's Hospital
- Commitment to the Hospital Code of Conduct
- Clinical competence, appropriate to level of training
- Ability to contribute in a multidisciplinary team
- Demonstrated organisational skills
- Excellent written and verbal communication skills
- Commitment to the principles of the Patient Care Model
- Knowledge of and commitment to Continuous Quality Improvement
- Demonstrated understanding of professional medical issues.
- Provide inpatient ward care
- Provide outpatient clinic care
- Provide safe, efficient and effective laboratory haematology service

8.3 DESIRABLE EDUCATIONAL REQUIREMENTS

- Registered (or intend to be registered) with the CJCT in Haematology (RACP and RCPA) or the RCPA single discipline Haematology training programmes.

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
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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.	Required

	This includes laboratory workers.	
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: _____