

Austin Health

Position Description



Position Title: Medical Officer – Cancer Clinical Trials

Classification:	Medical Officer
Business Unit/ Department:	Cancer & Neurosciences/ Cancer Clinical Trials
Agreement:	Victorian Public Health Sector (AMA Victoria) - Doctors in Training Agreement 2018-2021
Employment Type:	Fixed-Term Full-Time
Hours per week:	38
Reports to:	Director, Cancer Clinical Trials
Direct Reports:	Nil
Financial management:	Budget: N/A
Date:	May 2020

About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community-based health services; Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs near 9,000 staff across its sites; including over 1,600 doctors and 3,000 nurses, and delivers a full range of leading edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged-care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health's current vision is to change healthcare for the better through world class research, education and exceptional patient care.

Our values define who we are, shape our culture and the behaviours, practices and mindset of our people. Our values are: Our actions show we care, we bring our best, together we achieve and we shape the future. www.austin.org.au/about-us

Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austin.org.au>

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 Austin Health Cancer Clinical Trials Unit

The Austin Cancer Centre has been established at the Austin Health to provide a complete range of services to patients with malignant disease and includes the ONJCWC. The Cancer Centre is responsible for inpatient medical oncology and clinical haematology, ambulatory medical oncology and clinical haematology, palliative medicine and radiation oncology. Incorporated within these are strong undergraduate and postgraduate teaching programs.

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 trials 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. GCP 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 (a) CCTC and (b) the clinical Head of Unit in Oncology or Haematology.

In addition to clinics for trial recruitment, Fellows may participate in General Oncology or Haematology Clinics on a case by case basis after (a) approval by the Director of CCTC and (b) agreement of the relevant Head of Unit. 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 Director of the CCTC

Other clinical work will be determined on a case-by case basis with Director of the CCTC

All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct

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 or haematology, as appropriate
- 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

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health's Aboriginal Employment website: <http://www.austin.org.au/careers/Aborigineemployment/>

Document Review Agreement

Manager Signature	
Employee Signature	
Date	