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|  | Position Description Version: |

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| **Position Title:** | Medical Oncology Clinical Trial Fellow |
| **Position Number:** |  | **Cost Centre:** | 9144 |
| **Site/Facility:** | Calvary Mater Newcastle |
| **Department:** | Medical Oncology |
| **Enterprise Agreement** | **The Named NSW (non-declared) Affiliated Health Organisations’ Medical Officer Agreement** |
| **Classification:** | Senior Registrar Salary Classification will be dependent on qualifications |
| **Reports To:** | Director of Medical Oncology |
| **Pre-Employment Screening Checks:**  | Working with Children Check (WWCC) and National Criminal Record Check (NCRC) required  |
| **Infection Control Risk Category:** | Category A (Contact with clients or contact with blood, body substances or infectious material. |
| **Functional Capacity Evaluation required:** | **NO** |
| **Date of Preparation:** | 22nd June 2020 | **Date Updated:** | 28th March 2022 |
| **Primary Purpose** |
| The Medical Oncology Clinical Trial Fellow will primarily support the clinical Trial activities in these sub-specialties for the Medical Oncology Department. Close interaction with treating staff specialists, clinical trial coordinators, sponsor representatives, and nursing staff will be required. There will be opportunities for the development of clinical research projects, preparation of publications, and participation in local and regional cancer research committees. Additional roles will be the provision of outpatient Medical Oncology services (under the supervision of a clinical mentor), participation in on-call rosters, and other clinical services as required by the Director of Medical Oncology. The role is mainly intended for a Medical Oncologist in their first post-fellowship year seeking further Clinical research experience and a transitional role to unsupervised consultant practice, however senior trainees will be considered. |
| Organisational Environment |
| Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centresCalvary continues the mission of the Sisters of the Little Company of Mary, a [mission](https://www.calvarycare.org.au/about/mission-and-values) focused on caring for those who are sick, dying and in need.  We express our values of hospitality, healing, stewardship and respect through “being for others” exemplified by the [Spirit of Calvary](https://www.calvarycare.org.au/about/mission-and-values/) and the example of Venerable [Mary Potter](https://www.calvarycare.org.au/about/heritage/).As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.The Calvary Mater Newcastle (CMN) is a 187 bed facility and is the Hunter region’s major centre for Oncology Services, including Radiation Oncology, Medical Oncology, Haematology, breast screen, Melanoma and Palliative Care. These services are supported by an Emergency Department, Intensive Care Unit, General Surgery,General Medicine and Psychiatry. The Medical Oncology Unit provides level 6 care for all adult cancer patients. The unit has active Clinical Trials including a program for early phase clinical trials and translational research. A Medical Oncology research laboratory is attached to our unit. |
| Accountabilities and Key Result Areas |
| ***People and Culture:**** Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements.
* Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect.
* Participate in and support the Hospital’s Quality Improvement and Accreditation programmes
* Demonstrated an understanding of risk management processes and systems

***Excellence in Service Delivery:*** * Liaison with referring doctors and other involved clinicians.
* Provision of after-hours service on a rostered basis.
* Maintenance of clear, precise and accurate medical records including coding for DRGs.
* Maintenance of commitment to Best Practice and Customer Focus in all aspects of service provision.
* Attendance at department meetings of the Unit.
* Other duties as directed by Director of Medical Oncology as required from time to time.

***Excellence in Service Development:*** * To develop, promote, encourage and participate in Staff Development programs
* Maintains harmonious relations with hospital staff by behaving in a professional manner and displaying a non-confrontational manner
* Takes appropriate action to meet needs of unit
* Assist others when help is required
* Demonstrated flexibility that meets changing needs of unit or work environment.

***Education and Training:*** * Participation in developing undergraduate teaching programmes in liaison with the University of Newcastle and other learned bodies and colleges.
* Supervision and training of junior medical staff and nursing staff.
* Supervision and training of Oncology Registrars.
* Maintenance of continuing education activities as required by colleges.
* Attendance at educational meetings of the Unit.
* CPD points for RACP

***Research*** * Support for and participation in approved clinical trials, from early phase programs to phase 3 and investigator led projects.
* Application for Research Grants
* Involvement in clinical research
* To participate in the development and execution of innovative programs in both the delivery of care and clinical training.
* To be an active participant in the multidisciplinary research group within the Department of Medical Oncology.
* To lead and execute investigator led research projects

***Wise Stewardship**** Identifies own learning needs
* Seeks learning opportunities relevant to identified needs
* Accesses appropriate resources to enhance skills and knowledge
* Demonstrates professional integrity, work ethic and leadership.
* Conduct reflects the mission and values of Little Company of Mary Health Care
* Contribute to patient and staff safety and wellbeing by diligently managing risks and immediately reporting hazards, incidents, serious near misses, accidents, illness or injury.

***Community Engagement:**** To attend relevant committees and meetings and present the views of the service to working parties and planning groups as appropriate.
* To participate in the development of a strategic plan for the department whilst maintaining its integration with other Units.
* Uses effective English written and verbal communication skills
* Maintains confidentiality in matters related to the patient
* Able to be understood by other staff and to effectively convey information
* Maintains confidentiality
* Proficiency in use of personal computers, planning computers and patient information systems
* Willingness to learn to use new computer programs and technology.
* Uses computers systems appropriately and in accordance with departmental and hospital guidelines/protocols
* Adapts work habits to incorporate use of new technology

*WH&S Responsibilities:* * Take reasonable care of your own health and safety and the health and safety of others in the workplace;
* Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
* Report to your supervisor any incident or unsafe conditions which come to your attention;
* Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)

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| **Key Relationships** |
| Internal: | * Director of Clinical Services (Medical)
* Director of Medical Oncology
* Medical Oncology Trial Unit Team
* Administration staff
* Nursing, Medical and Allied Health staff
* Patients/carers and their families
* Pharmacy Clinical Trials Staff
* Medical Oncology Laboratory Staff
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| External: | * Cancer Services HNELHD
* Senior and junior Medical and Surgical Staff across HNELHD

Primary Health Care provider across HNELHD  |
| **Position Impact** |
| Direct Reports: | N/A |
| Budget: | *N/A* |
| Selection Criteria |
| **Essential*** A primary medical degree registerable with the Australian Health Practitioners Regulation Agency (AHPRA).
* Eligibility for Fellowship of the Royal Australasian College of Physicians (FRACP) and/or equivalent specialist recognition as provided for in the Enterprise Agreement or the Health Insurance Act 1973 within the next 12 months.
* Clinical inpatient and outpatient experience in Medical Oncology.
* Demonstrated excellent communication and interpersonal skills.
* Ability to work proficiently unsupervised and as a member of a multidisciplinary team during periods of high demand and activity in an organised manner.
* Commitment to the Mission, Vision and Values of Calvary with the ability and desire to uphold these principles.

**Desirable*** Prior research experience and /or demonstrated commitment to research/ clinical trials.
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| Approvals  |
| Job Holder’s signature: | Date: |
| Manager’s signature: | Date: |

Job Demands Frequency Checklist

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| **Job Demands Frequency Key** |
| **I** | Infrequent - intermittent activity exists for a short time on a very infrequent basis |
| **O** | Occasional - activity exists up to 1/3 of the time when performing the job |
| **F** | Frequent - activity exists between 1/3 and 2/3 of the time when performing the job |
| **C** | Constant - activity exists for more than 2/3 of the time when performing the job |
| **R** | Repetitive - activity involves repetitive movements |
| **N** | Not Applicable - activity is not required to perform the job |

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| **Physical Demands Description** | **Frequency**  |
| **I** | **O** | **F** | **C** | **R** | **N** |
| **Sitting** - Remaining in a seated position to perform tasks – eg required for client interviews |  |  | **X** |  |  |  |
| **Standing** - Remaining standing without moving about to perform tasks |  |  | **X** |  |  |  |
| **Walking** - Floor type: even / uneven / slippery, indoors / outdoors, slopes - eg walking between Lorna house and the main hospital via covered walkway |  |  | **X** |  |  |  |
| **Running** - Floor type: even / uneven / slippery, indoors / outdoors, slopes |  |  |  |  |  | **X** |
| **Bend / Lean Forward from Waist** - Forward bending from the waist to perform tasks | **X** |  |  |  |  |  |
| **Trunk Twisting** - Turning from the waist while sitting or standing to perform tasks | **X** |  |  |  |  |  |
| **Kneeling** - Remaining in a kneeling posture to perform tasks |  |  |  |  |  | **X** |
| **Squatting / Crouching** - Adopting a squatting or crouching posture to perform tasks | **X** |  |  |  |  |  |
| **Leg / Foot Movement** - Use of leg and / or foot to operate machinery | **X** |  |  |  |  |  |
| **Climbing (stairs / ladders)** - Ascend / descend stairs, ladders, and steps – eg if using fire stairs | **X** |  |  |  |  |  |
| **Lifting / Carrying** - Light lifting and carrying - 0-9 kg – eg notepad / book / clipboard and required writing implements | **X** |  |  |  |  |  |
| **Lifting / Carrying** - Moderate lifting and carrying - 10-15 kg | **X** |  |  |  |  |  |
| **Lifting / Carrying** - Heavy lifting and carrying - 16kg and above | **X** |  |  |  |  |  |
| **Reaching** - Arms fully extended forward or raised above shoulder | **X** |  |  |  |  |  |
| **Pushing / Pulling / Restraining** - Using force to hold / restrain or move objects toward or away from the body | **X** |  |  |  |  |  |
| **Head / Neck Postures** - Holding head in a position other than neutral (facing forward) | **X** |  |  |  |  |  |
| **Hand and Arm Movements** - Repetitive movements of hands and arms – eg report writing |  |  | **X** |  |  |  |
| **Grasping / Fine Manipulation** - Gripping, holding, clasping with fingers or hands eg report writing |  |  | **X** |  |  |  |
| **Work At Heights** - Using ladders, footstools, scaffolding, or other objects to perform work |  |  |  |  |  | **X** |
| **Driving** - Operating any motor powered vehicle |  |  | **X** |  |  |  |

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| **Sensory Demands Description** | **Frequency**  |
| **I** | **O** | **F** | **C** | **R** | **N** |
| **Sight** - Use of sight is an integral part of work performance eg viewing of X-Rays, computer screens – eg patient / client observation |  |  | **X** |  |  |  |
| **Hearing** - Use of hearing is an integral part of work performance eg telephone enquiries, answering of telephones |  |  | **X** |  |  |  |
| **Smell** - Use of smell is an integral part of work performance eg working with chemicals | **X** |  |  |  |  |  |
| **Taste** - Use of taste is an integral part of work performance eg food preparation |  |  |  |  |  | **X** |
| **Touch** - Use of touch is an integral part of work performance |  |  | **X** |  |  |  |
| **Psychosocial Demands Description** | **Frequency**  |
| **I** | **O** | **F** | **C** | **R** | **N** |
| **Distressed People** – eg emergency or grief situations |  |  | **X** |  |  |  |
| **Aggressive and Uncooperative People** - eg drug / alcohol, dementia, mental illness |  | **X** |  |  |  |  |
| **Unpredictable People** – eg dementia, mental illness, head injuries | **X** |  |  |  |  |  |
| **Restraining** - involvement in physical containment of patients / clients | **X** |  |  |  |  |  |
| **Exposure to Distressing Situations** – eg child abuse, viewing dead / mutilated bodies |  |  |  | **X** |  |  |
| **Environmental Demands Description** | **Frequency**  |
| **I** | **O** | **F** | **C** | **R** | **N** |
| **Dust** - Exposure to atmospheric dust – eg from building site | **X** |  |  |  |  |  |
| **Gases** - Working with explosive or flammable gases requiring precautionary measures | **X** |  |  |  |  |  |
| **Fumes** - Exposure to noxious or toxic fumes | **X** |  |  |  |  |  |
| **Liquids** - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE | **X** |  |  |  |  |  |
| **Hazardous substances** - eg dry chemicals and glues | **X** |  |  |  |  |  |
| **Noise** - Environmental / background noise necessitates people raise their voice to be heard | **X** |  |  |  |  |  |
| **Inadequate Lighting** - Risk of trips, falls or eyestrain | **X** |  |  |  |  |  |
| **Sunlight** - Risk of sunburn exists from spending more than 10 minutes per day in sunlight – eg walking from Lorna house to main hospital building | **X** |  |  |  |  |  |
| **Extreme Temperatures** - Environmental temperatures are less than 15C or more than 35C – eg walking from Lorna house to main hospital building | **X** |  |  |  |  |  |
| **Confined Spaces** - Areas where only one egress (escape route) exists |  |  | **X** |  |  |  |
| **Slippery or Uneven Surfaces** - Greasy or wet floor surfaces, ramps, uneven ground – eg covered / enclosed walkway | **X** |  |  |  |  |  |
| **Inadequate Housekeeping** - Obstructions to walkways and work areas cause trips and falls | **X** |  |  |  |  |  |
| **Working At Heights** - Ladders / stepladders / scaffolding are required to perform tasks |  |  |  |  |  | **X** |
| **Biological Hazards** - eg exposure to body fluids, bacteria, infectious diseases – eg inpatients and outpatients |  |  | **X** |  |  |  |

It is important to ensure that you can perform the position safely.

I have read and understood the physical requirements of the position as indicated in the Job Demands Frequency Checklist.

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