

## Position Description

<b>Position Title:</b>	<b>Medical Oncology Registrar</b>		
<b>Reports to:</b>	<b>Director Medical Oncology</b>		
<b>Award / Agreement / Contract:</b>	<b>AMA Victoria –Doctors in Training</b>		
<b>Position Type:</b> <i>eg. RN Div 1, Occupational Therapist Gr1, etc.</i>	<b>Registrar</b>		
<b>Hours per week:</b>	<b>43</b>		
<b>Employment Status:</b> <i>e.g. permanent, fixed term, maternity leave cover, etc.</i>	<b>Full Time</b>		
<b>Reports:</b>	<b>EFT:</b>		<b>Direct Reports:</b> <b>A/Prof Niall Tebbutt</b>
<b>Financial Management:</b>	<b>Budget:</b>		

### Position Purpose (what is the primary objective for this role? 2-3 sentences maximum)

Perform the duties of this position efficiently to the standards of the department, including participating in the Austin Health performance appraisal program.

### About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital and Royal Talbot Rehabilitation Centre, Austin Health is a major teaching and research centre with numerous university and research institute affiliations.

Austin Health employs in excess of 8,000 staff across its three sites; including over 1,000 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. The current annual operating budget is \$800 million.

Austin Health delivers vital state-wide services to Victorians, including diverse multicultural and veteran communities. It 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 vision is to change healthcare for the better through world class research, education and exceptional patient care. As part of bringing our vision to life, the organisation has recently undertaken an extensive brand refresh and reviewed our organisational model to ensure we are best positioned to deliver contemporary, innovative and patient focussed care.

Austin Health is an equal opportunity employer and is committed to attracting and retaining a diverse workforce that reflects the community we serve. Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability.

### Local Work Environment (describe the local work environment eg. role of the department)

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 ONJCWRC. 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.

Austin Health and the ONJCWRC also have a strong research focus. There is an established translational research program with particular focus on the development of new biological therapies for cancer with cytokines, monoclonal antibodies, vaccines and signal transduction.

## Position Accountabilities (list the main duties & accountabilities of the role)

### 1. In-Patient Care

- Manage oncology in-patient care with supervision of ward consultants.
  - Assess referrals from other wards.
  - Assess referrals from the emergency department.
  - Participate in on-call rosters.

### 2. Day Oncology

- Responsibility for prescribing chemotherapy.
- Assessment and management of patients in day oncology.

### 3. Out Patients

- Attend rostered out patient clinics.

### 4. Meetings

- Attend unit meetings.
- Present at protocol review meetings and RMO case presentations.

### 5. Teaching

- Mentoring residents and medical students.

*As well as listing the role specific position accountabilities, please include the **All Employees** section & delete Management Roles section if not applicable to the role.*

### 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/>
- Participate in Austin Health's annual Performance Review and Development (PRD) program as required.
- Engage in processes to monitor service delivery and participate in improvement activities.
- Undertake not to reveal to any person or entity any confidential information relating to patients, employees, policies, and processes and do not make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks.
- Participate in the emergency incident response activities as directed.

### Management Roles **(applicable only to positions with management accountabilities – delete if not applicable)**

- Ensure clear accountability for quality and safety within the department.
- Ensure policies and procedures are maintained and embedded in local work areas.
- Business improvement plans should include work plans for continuous improvement of systems and care.
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional.
- Mandatory Training – upon commencement of employment ensure new employees in your department/unit complete all mandatory e-learning training on the following:
  - Emergencies, Fire & Sustainability
  - Bullying, Harassment, Equal Opportunity & Anti Discrimination
  - Aggression Management & Prevention
  - Hand Hygiene
- At any given time, ensure 85% of employees in your department/unit have completed the mandatory e-learning training.
- Ensure that employees responsible for acting as Fire Wardens complete Fire Warden training annually and within one month of commencing as Fire Warden.
- Ensure any additional training for specific clinical staff is completed (eg. BLS, ALS, Movesmart, Cerner).

## Key Selection Criteria (what are the key qualifications, skills, experience & attributes are required to perform in this role?)

### Essential for Performance in the Position

- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence.
- Registered Medical Practitioner in the State of Victoria
- Hold a Fellowship of the Royal Australasian College of Physicians or its equivalent
- Have appropriate training and experience applicable to the field of oncology
- Demonstrated commitment to high quality patient care
- Demonstrated capability and interest in research
- Demonstrated commitment to teaching
- Demonstrated ability to communicate at all levels
- Demonstrated teamwork and collaboration
- Computer skills including use of email and the internet
- Demonstrated understanding of Clinical Governance

### Desirable but not essential for Performance in the Position

- A sound understanding of information technology including clinical systems, applications relevant to the Management of rostering and risk management reporting or as required for the role and/or department.
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### Other Relevant Information *(Other information to be made known to persons interested in appointment to this position)*

#### 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.

#### Immunisation

Maintain appropriate levels of immunisation in accordance with Austin Health's Workforce Immunisation/Screening Policies, in the interests of yourself, all Austin Health staff, patients and visitors.

### Austin Health Values

The Austin Health values play a critical role in shaping how we operate as an organisation. They influence our performance, planning, recruitment, training and development, along with our relationships with colleagues, patients and their relatives and friends. The Austin Health values set the standard that we expect all staff to live up to in the way they undertake their role and responsibilities across the organisation, our values:

<b>Integrity</b>	We work in the spirit of collaboration and honesty to build effective working relationships across the whole organisation.
<b>Accountability</b>	We are transparent, responsible and build trust by fulfilling promises and communicating effectively.
<b>Respect</b>	We care about others and treat each other with consideration, equality and fairness.
<b>Excellence</b>	We continually strive to advance patient focused care through innovation, research and effective stakeholder management.

### Austin Health is a Bully Free and Smoke Free Employer

Austin Health is committed to providing employees with a healthy, smoke free work environment where bullying and harassment does not occur. Consistent with this and Austin Health's corporate values of integrity, accountability, respect and excellence, Austin Health will not tolerate employees:

- Behaving in a bullying or harassing manner in the workplace; or
- Smoking on Austin Health premises or in Austin Health vehicles.

Austin Health is an equal opportunity employer and is committed to attracting and retaining a diverse workforce that reflects the community we serve. Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability.

### Document Review Details

<b>Review date of Position Description:</b>	
<b>Manager Signature:</b>	
<i>I, _____ (employee name), have read, understood and accept the content in this position description.</i>	
<b>Employee Signature:</b>	