

## POSITION DESCRIPTION

<b>Position Title</b>	<b>1896 Advanced Trainee in Medical Oncology</b>
<b>Reports to (Title)</b>	<b>Supervisors of Medical Oncology CC 1626</b>
<b>Executive Director</b>	<b>Executive Medical Director of Cabrini Malvern</b>
<b>Department</b>	<b>Medical Oncology</b>
<b>Position Location</b>	<b>183 Wattletree Rd, Malvern</b>
<b>Award/Agreement</b>	<b>Victorian Public Health Sector (AMA Victoria) – Doctor in Training – Multi-Enterprise Agreement 2013</b>
<b>Delegation of Authority Level</b>	<b>None</b>

### Position Summary & Role Purpose

Cabrini Health is committed to understanding and addressing the needs of our community, by researching and continuously improving quality of our care and by motivating staff committed to our healthcare mission. As such, we are committed to education and training. The Advanced Trainee in Medical Oncology will work under the direction of the Supervisors of Medical Oncology, to get exposure and experience in clinical patients and related research at Cabrini Health, which enable the trainees to attain the required skills and knowledge for the term in medical oncology.

The Advanced Trainee in Medical Oncology of Cabrini Health will have direct but shared responsibility for the treatment of patients with a wide array of cancers. This will include initial assessment of patients, development of treatment plans in a multidisciplinary setting, initiation and continuation of chemotherapy, biological and endocrine anti-cancer therapies, treatment of toxicities, enrolment of patients onto clinical trials and general symptom management.

The Advanced Trainee in Medical Oncology will also participate in education and research, and have administrative responsibilities associated with all meetings, presentations, and all activities involved in treating patients in a private setting. All training activities comply with the Royal Australasian College of Physician training requirements.

The Advanced Trainee will be expected to contribute to the ongoing education, research and quality assurance programme as directed by the Supervisor of Medical Oncology contribute to a vibrant research program and participate in education within the framework of the Mission, Values, and Vision, and the Behaviours that Matter to Cabrini.

### Key Result Areas

#### 1. Key Responsibilities, Outcomes and Activities

##### 1.1 Leadership and management

- Readiness to take direction and willingness to learn from nominated supervisors, senior members of team.
- Undertake junior level management responsibilities pertaining to day to day management of inpatients

##### 1.2 Operational Responsibilities

**INPATIENTS:**

- Day to day reviews and management of oncology inpatients.
- Ward rounds – this will include daily consultant rounds.
- Liaison with other specialties, allied health and supportive health services e.g. Community Palliative Care, radiation therapy, day to day management of inpatients
- Excellent communication with patients, their families and relevant health care staff.
- Appropriate documentation of reviews and management plans in patient histories.
- Daily inpatient list is obtained using the “iSOFT” App on your IPAD (The “iSOFT” App on the IPAD is very useful tool as the pathology and radiology results are updated immediately as they become available).
- Arranging inpatient chemotherapy using CHARM when appropriate.

**ON CALL AND REFERRALS:**

- Provide telephone advice for enquiries from private patients and other health professionals
- Provide telephone advice for inpatient enquiries
- Review and discuss new referrals (inpatient or Emergency Department) with appropriate consultants.

**DAY ONCOLOGY:**

- Review and management of any issues arising in Day Oncology patients for relevant consultants.
- Creating or amending chemotherapy orders as necessary using the CHARM system.
- Excellent communication with Day Oncology patients, nursing staff, pharmacists, and other health professionals as required.

**OUTPATIENTS:**

- All outpatient consulting will be done in a new dedicated oncology precinct where palliative care, genetic counselling, psych-oncology and other therapies will be co-located.
- Attendance at a minimum of five (5) outpatient clinics per week with availability of ten (10) per week.
- A minimum of two clinics will be designated chemotherapy clinics, reviewing patients prior to treatment.
- This will include seeing new and review patients but a preference will be given to seeing new patients.

**CLINICAL TRIALS:**

- Review and management of clinical trial patients in Day Oncology, outpatients or wards
- Completion of necessary trial administrative requirements
- Liaison with clinical trial staff as necessary
- Attendance at clinical trial meetings

**EDUCATION:**

- Administration / Co-ordination of weekly Tumour Board where the management of new and complex patients is discussed by all oncologists in the precinct.
- Supervision and education of Monash University final year medical students.
- Weekly 3rd year medical student tutorials
- Attendance and participation in the Journal Club.
- Utilisation of on-line medical oncology training resources provided by Cabrini Health.
- Participation in Oncology Nurses education program.
- Attendance at multi-disciplinary meetings eg. Upper GI, Colorectal, Breast and Lung.

- Attendance at the Medical Oncology Group of Australia and Private Cancer Physicians of Australia annual general meetings (registration support provided).

#### **ORAL PRESENTATION:**

- Presentation at both Alfred Hospital and Victorian Medical Oncology Training Group Journal Club sessions.
- Attendance and presentation at the Inter-hospital meetings.
- Weekly presentation to the Oncology Staff : Update Cancer topic reviews
- Presentations on various oncology-related topics to other medical specialties, Cabrini Institute, and Nursing educators.

#### **ADMINISTRATIVE:**

- Daily chart entries on all inpatients and discharge summaries.
- Completion of all relevant entries into the clinical practice management system on all patients seen.
- Letter dictation on all outpatients seen, to be sent to general practitioners and other relevant specialists.
- Completion of palliative care referrals.
- Completion of chemotherapy authority scripts as necessary.
- Completion of pathology, imaging, or pharmacy orders.
- Ordering chemotherapy using the CHARM system.
- Coordination of the Pathology & Radiology meetings.

### **1.3**

#### **Resource Management**

- Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter

### **1.4 Contributes to the achievement of professional expertise for self and direct reports through:**

- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Cabrini performance management framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.

## **2. Work Health and Safety**

Cabrini is committed to providing work environments which are physically and psychosocially healthy and safe for all employees, contractors, volunteers, students, patients, residents, customers and visitors.

All employees are personally responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions.

Employees shall comply with and apply the processes defined in the Cabrini Work Health and Safety Management System. This system enshrines a risk management approach to all work health and safety issues, including a structured method for controlling (eliminating or minimising) work health and safety risks.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive, Executive Directors, managers, those with specified work health and safety responsibilities and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

## **3. Safety and Quality**

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients and residents. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

### **Organisational Relationships**

#### **The Advanced Trainee in Medical Oncology:**

- Reports directly to the Oncologists
- Maintains a close collaborative working relationship with the Cabrini clinicians and consultants

### **Committee Membership**

#### **The Advanced Trainee in Medical Oncology will participate as a member of the following committees:**

- Relevant external committees as a representative of Cabrini
- As directed by the Oncologists

### **Staff Development**

#### **The Advanced Trainee in Medical Oncology will demonstrate a commitment to personal and professional development of self and staff by:**

- Participating in professional development programs
- Maintaining own skills and knowledge
- Remaining up to date with contemporary human resources practices
- Contributing to the Cabrini professional development program as required
- Participating on performance reviews in accordance with Cabrini policy

### **Key Competencies**

#### **The Advanced Trainee in Medical Oncology must demonstrate the following requirements:**

##### **ESSENTIAL**

##### **Educational/Vocational**

- Successful completion of the FRACP examination

##### **Registration**

- Registered as an Advance Trainee in RACP Training
- AHPRA-Registered Medical Practitioner

##### **Experience**

- Accredited trainee positions as designated through the Royal Australasian College of Physicians

##### **Knowledge**

- Knowledge level appropriate to an advanced trainee of the Royal Australasian College of Physicians.

### **Conditions of Employment**

Salary and conditions in accordance with Australian Medical Association (AMA) Victoria – Doctors in Training Agreement.

### **Cabrini Mission, Values and Behaviours that Matter**

#### **Our mission**

#### **WHO WE ARE**

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

#### **WHAT WE BELIEVE**

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

#### **WHAT WE DO**

We provide excellence in all of our services and work to identify and meet unmet need.

## **Our values**

***Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.***

### **Compassion**

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

### **Integrity**

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

### **Courage**

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

### **Respect**

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

## **Behaviours that Matter**

***Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.***

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to "provide excellence in all of our services".

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

**We are committed to safety and quality:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

**We are here to provide service:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

**We work together to achieve the best outcome:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

**We exhibit a positive attitude:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour

**We want to build a just and sustainable community:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless

**APPROVAL**

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.

I certify that this position description is an accurate description of the responsibilities assigned to the role

Approved:   
Executive Director People & Culture

12/7/17  
Date

Authorised:   
Executive Director of Cabrini Malvern

7/7/17  
Date