

Position Title:	Advanced Physician Trainee in Medical Oncology		
Department:	Medical division	Cost Centre:	P0881
Enterprise Agreement:	AMA Victoria – Victorian Public Health Sector – Doctors in Training Enterprise Agreement 2018 - 2021		
Classification	Commensurate with experience		
Reports To:	Clinically – Medical Oncologist Administratively – Medical Workforce Manager		
Infection Control Risk Category:	Please select		

Primary Purpose

The Advanced Trainee in Medical Oncology at SWH will have direct but shared responsibility for the treatment of patients with a wide array of cancers and will also support haematology and palliative care patients. 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.

Accountabilities and Key Results Areas

INPATIENTS:

- Day to day reviews and management of oncology, haematology and palliative care 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 electronic histories in TrakCare (the electronic patient record)
- Arranging inpatient chemotherapy using CHARM when appropriate.

ON CALL AND REFERRALS:

- No on call.

DAY ONCOLOGY:

- Review and management of any issues arising in Medical Oncology patients for relevant consultants. Priority will be given to review of medical oncology patients.
- 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 occur in your office based at South West Oncology suites in the SWRCC
- Attendance at approximately 2 sessions per week
- Clinics will include reviewing chemo patients for toxicity prior to treatment, review patients and new patient consultations
- A preference will be given to seeing new patients.
- Observing at quarterly cancer genetics clinics may be available on request

Satellite Clinics:

- Liaison with clinical staff, palliative care, pharmacy staff, as necessary

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:

- Attendance to the Solid Tumour MDM Wednesday 6pm every fortnight. Attendance at the Supportive care MDMs where appropriate.
- Supervision and education of Deakin University 3rd year medical students.
- Attendance and participation in the monthly local Journal Club.
- Video conferencing Attendance to Barwon Health multi-disciplinary meetings eg. Upper GI, Colorectal, Breast and Lung.
- Attendance at the Medical Oncology Group of Australia meeting, COSA and opportunities for overseas meetings in submitting an abstract/poster.

ORAL PRESENTATION:

- Victorian Medical Oncology Training Group Journal Club sessions.
- Attendance and presentation at the Inter-hospital meetings.
- Weekly presentation to the Oncology Staff to discuss patients seen each week

ADMINISTRATIVE:

- Daily electronic health record entries on all inpatients and chemo patients
- Completion of all relevant entries into the SWO clinical practice management system (Zedmed) 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.
- Familiarisation with billing and PBS and MBS systems

South West Healthcare reserves the right of amendment, addition or deletion to this position description as it considers necessary to serve the best interests of the organisation.

Generic Responsibilities and Accountabilities

- Comply with all relevant legislative requirements, organisational policies, by-laws, standing orders, vision or mission statements and values including, but not restricted to:
 - Infection Control policies
 - Confidentiality policy and privacy legislation
 - Occupational Health and Safety policies and regulations
 - Guidelines of the State Services Authority including the public sector
 - Employment principles and Code of Conduct
 - Fire, disaster and other emergency procedures
 - Smoke Free Campus policy
 - Risk Management policies and guidelines
 - Consumer Participation Strategy
- Attend orientation/induction or other mandatory training and relevant Health Safety updates in areas such as Fire, Emergency Responses and Manual Handling
- Current Immunisation status in alignment with South West Healthcare’s Immunisation policy
- Promote the organisation in a positive manner
- Participate as a cohesive member of the health care team
- Respect the rights of individuals
- Provide a child safe environment
- Participate in Continuous Quality Improvement within the organisation
- Accept responsibility for your own personal belongings
- Respect and appropriately care for the organisation’s property and equipment
- Participate in an Annual staff Development Review

Key Relationships

Internal:	Clinical staff, Pharmacists, Administrative staff
External:	General Practitioners, external specialists

Position Impact

Direct Reports:	Supervision of Oncology HMO
Budget:	N/A

Selection Criteria:

- Holds a current Registration Certificate of the Medical Practitioners Board of Australia.
- Meets requirements for Advanced Physician Training in Medical Oncology
- Demonstrates an appropriate level of clinical knowledge and skills.
- Is committed to providing safe, high quality patient care.
- Is committed to working in an interdisciplinary team including seeking advice when necessary.
- Has a commitment to ongoing learning and self-development

Approvals

Employee Signature:		Date:	
Manager's Signature:		Date:	