

Eastern Health

POSITION DESCRIPTION

Position Title:	Permanent Part-time VMO Medical Oncologist
Award Classification:	At the appropriate classification rate commensurate with level of experience in accordance with the Medical Specialists (Victoria Public Health Sector) (AMA Victoria/ ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026
Award / Agreement Name:	Medical Specialists (Victoria Public Health Sector) (AMA Victoria/ ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026
Current Effective Date:	August 2024
Next Review Date:	August 2026
Position Reports to:	Clinical Director Medical Oncology

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

- To provide excellent clinical care for his/her patients.
- To provide leadership for junior medical and other clinical staff.
- To support the Hospital's teaching, research and clinical governance programs.
- To provide translational links to University Research programs and facilitate basic and translational research within the Medical Oncology Unit at Eastern Health.

3. MAJOR DUTIES AND/OR RESPONSIBILITIES

3.1 Provision of Clinical Services

- Assume clinical responsibility for patients under his/her care.
- To provide translational linkages to University research laboratories
- Collaborate with community to continuously improve clinic.
- Participate in setting the standards for high quality, compassionate clinical care within the Unit.
- Actively support Unit junior medical staff and provide appropriate supervision in the provision of clinical services.
- Provide regular advice to junior staff in the management of seriously ill patients and when advice is requested.
- Ensure that the rostered Registrar conducts a daily ward round and communicates appropriately with the unit specialist staff concerning patient management, admissions and discharges.
- Ensure that urgent oncology inpatient consultations and requests for consultation from the Emergency Department are attended to promptly.
- Support the Eastern Health and BHH Infection Control Service.
- Promote quality antibiotic prescribing within Eastern Health
- Review existing practices and promote change either based on evidence or if other change is required.
- Review the adequacy of the medical content of clinical records, including documentation of significant patient management decisions.
- Regularly attend inpatient and non-inpatient areas as allocated

3.2 Communication

- Ensure that patients/families are given adequate information upon which to base treatment decisions and follow-up.
- Develop effective communication with and be receptive to patient, relative and peer groups.
- Support multi-disciplinary teamwork.
- Provide advice to and liaise with staff from other units as required.
- Ensure discharged patients have documentation of their care for LMO follow up.
- Liaise with DHS as required
- Ensure that BHH meets its requirements with respect to oncology notification.

3.3 Quality and Clinical Review Activities

- Participate in the Unit quality activities program, including audit activities, review of deaths and analysis of relevant clinical and key performance indicators (KPIs).
- Attend Unit meetings where necessary.

- Assist in developing and implementing clinical pathways where appropriate.
- Assist in developing protocols and guidelines where required.
- Assist in resolving patient and relative complaints.
- Notify the Unit Head and/or Chief Medical Officer of any sentinel event or serious adverse incident within the Unit.
- Co-operate with the Box Hill Hospital Clinical Review Committee.
- Co-operate with the Eastern Health and Box Hill Infection Control Committees.

3.4 Education, Research & Professional development

- Participate in undergraduate, postgraduate and general staff education.
- Maintain an active interest and participation in research and academic publication.
- Attend medical stream educational activities.
- Comply with College requirements for ongoing professional education.

3.5 Efficiency

- Support the efficient utilisation of resources, including efficient bed utilisation.
- Without compromising patient care, maximise revenue through benchmarking of productivity/ efficiency measures with comparable hospitals.
- Monitor agreed WIES targets and other throughput targets where applicable for the Unit.
- Participate in the monitoring of nosocomial infections in accordance with Unit practice.
- Work within the budgetary provisions for the delivery of clinical services.
- Give reasonable notification of absences prior to periods of leave.

3.6 Performance Review *(refer also to section 9)*

- Participate in Eastern Health and Medical Stream performance review system.

4. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

- Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

- Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

5. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

6. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfill your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

7. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2000.

8. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

9. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria
- Attachment 2 Key Result Areas /Key Performance Indicators
- Attachment 3 Eastern Health/Department/Specialty Information

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Signed: _____

Date: ____/____/____

Executive Director Medical Services & Research, Eastern Health (or delegate)

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

- Must be a registered medical practitioner with AHPRA (Australian Health Practitioner Regulation Agency).
- Must have significant clinical experience, with experience and training in oncology.
- Must hold a Fellowship of the Royal Australasian College of Physicians (RACP), or hold equivalent qualifications to enable recognition as a specialist Oncologist
- Must be recognised by Medicare as a specialist in oncology.
- Must participate in relevant college continuing education programs particularly related to oncology.

Other

- Demonstrated experience in teaching of medical students and HMOs.
- Teaching experience of other clinical staff – nursing and allied health.
- Exposure to research practices and principles.
- Familiarity with clinical information systems.

ATTACHMENT 2

Key Result Areas /Key Performance Indicators

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- Punctuality in attendance.
- Efficient work practice and awareness of the need to meet current DHS targets in patient care.
- Appropriate supervision of all junior oncology medical staff at all times as the senior medical officer in the department.
- Excellence in medical documentation.
- Undertaking of specific tasks under the portfolio/s for administrative work, audit, patient safety and clinical guideline development, teaching and research as allocated by the Clinical Director of Oncology (EH) and Executive Clinical Director of Specialty Medicine (EH).
- Representation of the Oncology Unit and hospital internally within Eastern Health and externally in the broader health system.
- Professional and high standard working relationship with all staff in the Oncology Unit.

ATTACHMENT 3

Eastern Health/Department/Specialty Information & additional position requirements

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SPECIALTY SPECIFIC INFORMATION

Organisational Context

- Support the provision of clinical services by the Oncology Unit.
- As directed by the head of Unit, may participate in the following services provided by the Unit:
 - Ward inpatient service
 - Inpatient consultation service
 - On-call service
- When rostered on-call, provide a prompt telephone response to provide advice and/ or to return to the hospital within 2 hours if this is clinically required.