



# Position Description

Version:

<b>Position Title:</b>	Early Phase Clinical Trial Staff Specialist		
<b>Position Number:</b>	R00641	<b>Cost Centre:</b>	cc9144
<b>Site/Facility:</b>	Calvary Mater Newcastle		
<b>Department:</b>	Medical Oncology		
<b>Enterprise Agreement</b>	AHO Staff Specialist Agreement 2021		
<b>Classification:</b>	RMS11		
<b>Reports To:</b>	Director – Medical Oncology		
<b>Pre-Employment Screening Checks:</b>	National Criminal Record Check (NCRC) required. Working with Children Check (WWCC) required		
<b>Infection Control Risk Category:</b>	Category A (Contact with clients or contact with blood, body substances or infectious material). <b>COVID-19 vaccination is a mandatory requirement unless assessed exempt</b>		
<b>Functional Capacity Evaluation required:</b>	NO		
<b>Date of Preparation:</b>	July 2024	<b>Date Updated:</b>	

## Primary Purpose

The purpose of the Early Phase Clinical Trial Staff Specialist in Medical Oncology is to provide clinical management and treatment for patients on early phase clinical trials at the Calvary Mater Newcastle within the scope of practice granted by Hunter New England Health. The role will include oversight and coordination of the Medical Oncology early phase trial program. It will also include admitting, consultative, diagnostic, procedural, outpatient and on-call speciality services and any other services as may be determined and required by the Department of Medical Oncology.

## 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 centres. Calvary continues the mission of the Sisters of the Little Company of Mary, a mission 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 and the example of Venerable Mary Potter.

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 Medical Oncology Unit is one of the busiest adult cancer treatment facilities in NSW with over 31,000 occasions of service and over 1300 new patients assessed in 2023. The unit provides speciali for all oncological tumour streams, including large Neuro, Head and Neck and Gynae-Oncology services. The depart is supported by one of the busiest [clinical trial units in New South Wales](#). The clinical trial unit currently has more t actively recruiting clinical trials spanning Phase I to III trials in numerous tumour streams, including breast, GI, GU, lung, CNS, skin and melanoma. The unit currently supports 20.4 FTE enabling us to deliver world class clinic capabilities. The unit prides itself on the provision of exemplary clinical research by a collaborative team and has le been involved in multiple practice changing studies

Medical Oncologists work within multidisciplinary groups (including Radiation Oncologists, Surgeons, Haematologists, Palliative Care Physicians, Nursing & Allied Health Professionals) bringing together a wide range of skilled professionals to deliver the best current available care for cancer patients within one integrated cancer centre.

## Accountabilities and Key Result Areas

### ***People and Culture:***

- Use effective written, verbal and non-verbal communication skills appropriate to the intended audience and situation, ensuring professionalism and maintenance of confidentiality and use of appropriate discretion.
- Effective team work and ability to function within a multidisciplinary team while maintaining harmonious relations with hospital staff in a respectful and non-confrontational manner.
- Display sound interpersonal skills such as empathy, developing and maintaining positive relationships and social awareness.
- Acknowledge and agree to actively participate in developing a culture that promotes and respects the Medical Oncology Department and Hospital values.
- 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:***

- Provide high quality, evidence based, and patient focused clinical services to the patients of the Calvary Mater Newcastle, their families and carers.
- Ensure a high standard of clinical record documentation is maintained, including the completion of the patient's clinical records (including medication charts/orders) to reflect clinical decisions and changes to the management plan.
- All outpatient chemotherapy prescribing will be in the electronic prescribing system.
- Ensure appropriate arrangements are made for patients on discharge from hospital to maximise continuity of care and good health outcomes including appropriate communication with medical practitioners external to the organisation and providing detailed discharge summaries as may be required.
- Participate in multidisciplinary team meetings, and training and education, including nursing, allied health, junior medical staff, medical students, and other members of the multidisciplinary team.

- Equitably participate and maintain after hours services and rosters, in the form of a shared oncology on-call roster.
- Fulfil responsibilities as mentors for medical students and resident medical staff assigned to the department as required. This includes participation in staff appraisal at regular intervals particularly in relation to registrars & resident medical staff.
- Supervise the junior medical staff and provide regular teaching and education in accordance with Medical Education and Training guidelines.
- Provide supervision and support for Trainees in post-graduate medical programs including University programs and Colleges.
- Provide education to investigators on the National clinical trials governance framework (NCTGF)
- Ensure that all services provided are in line with current professional standards of practice and the National Patient Safety and Quality Standards, Work Health & Safety Act and NSW Health Risk management frameworks.
- In collaboration with relevant stakeholders and the Cancer Network participate in research projects relevant to oncology that assist in the development of new or revised clinical pathways and protocols.
- Participate in research projects, implemented within the Department or in collaboration with research staff external to the Department, which have been approved by the Director and the appropriate regulatory committees.

***Service Development & Innovation:***

- Use sound judgement and decision making processes such as time management and work flow prioritisation.
- Able to perform duties with minimal supervision, take initiative and contribute to the innovation and development of the Department.
- Maintain an effective personal and professional development plan, seeking learning opportunities as relevant to learning needs and accessing appropriate resources to enhance skills. Complete all essential in-service training as required in a timely manner.
- Contribute to, abide by and assist in the development of Quality Assurance and continuous improvement measures and continuous improvement measures of the Department.
- Ensure the Medical Oncology Early Phase clinical trial program meets the NCTGF requirements
- Provide medical leadership and advice in the planning, coordination, operation and evaluation of the delivery of medical oncology early phase clinical Trial services.
- Work collaboratively with the Clinical Trial staff specialist to provide full coverage of the phase 1 service.
- Assist the Cancer Network to meet Key Performance indicators as defined by the Cancer Institute NSW.
- Advise the Director of Medical Oncology on the acquisition and implementation of new techniques and equipment as appropriate.
- Systematically review clinical performance of self and department e.g. work practice reviews to ensure current standards are maintained and technological changes are incorporated to reflect corporate objectives.
- Engage and participate in the implementation and utilisation in the tools, tactics and culture of excellence.
- Attend regular accountability meetings with the Director of Medical Oncology.

***Wise Stewardship:***

- Responsible use of resources ensuring they are distributed and managed efficiently and effectively.
- Continually striving for excellence.
- Use the teams Standards of Behaviour to recognise above the line behaviour and speak up about behaviour that is below the line.
- When handing the care of a patient to another team member talk about that team member in a way that makes the patient feel confident and trusting in the care they will receive.
- Undertake Ps & Ds (Personal Needs, Position, Placement, Discomfort/Pain, Devices, Documentation) with patient within scope of practice as required.
- Act in accordance with the NSW Health Code of Conduct.

- Participate in relevant patient safety and quality education and delivery services in accordance with the National Patient Safety and Quality Standards.
- Ensure that work is conducted in a manner that demonstrates values of cultural respect in accordance with HNE Health's Closing the Gap strategy.
- Actively work to improve workplace safety within HNE Health by:
  - Performing work in a manner that is safe and does not pose a risk to others
  - Complying with all WHS policies, procedures and education provided by HNE Health
  - Reporting any identified safety matters
  - Speaking up about safety issues, including speaking to colleagues who are observed to work in an unsafe manner

**Community Engagement:**

- Represent CMN in a positive and responsive manner in all dealings and contact with internal and external stakeholders.

**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)

**Key Relationships**

Internal:	<ul style="list-style-type: none"> <li>• Medical Oncology Department staff</li> <li>• MOR Trial Unit</li> <li>• Calvary Mater Newcastle staff and departments</li> <li>• CMN Director of Research</li> </ul>
External:	<ul style="list-style-type: none"> <li>• Hunter New England Local Health District and other relevant government health organisations.</li> <li>• Referring Consultants, Specialists, GPs and their associated staff</li> <li>• Visiting professionals</li> <li>• Relevant health bodies such as pathology and imaging</li> <li>• Patients, families and carers</li> <li>• Clinical Trial Sponsors</li> <li>• Clinical Research Organisations</li> <li>• Human Research and Ethics Committees</li> </ul>

**Position Impact**

Direct Reports:	<ul style="list-style-type: none"> <li>• Director Medical Oncology</li> <li>• Director of Medical Services</li> </ul>
Budget:	<a href="#">Click here to enter text.</a>

**Selection Criteria**

**Essential**

- A primary medical degree registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- Fellowship of the Royal Australasian College of Physicians in Medical Oncology, as provided for the NSW (Non-Declared) AHO Staff Specialist Agreement or the Health Insurance Act 1973.
- Training and experience in Medical Oncology recognised by the Royal Australasian College of Physicians.

- Training and experience in Clinical Trials and Research, with demonstrated experience in the clinical management of patients enrolled in Clinical Trials
- Commitment to a multidisciplinary-multispecialty team approach to cancer care.
- Demonstrated communication, organisational and interpersonal skills.
- Demonstrated commitment to own personal and professional development.
- GCP certification
- Analytical and problem solving skills with sound time-management skills and good attention to detail.
- Enthusiasm and strategic focus
- Commitment to the Mission, Vision and Values of Calvary and the ability and desire to uphold these at all times.

**Desirable**

Experience in managing patients enrolled in First in Human clinical trials

**Approvals**

Job Holder's signature:

Date:

Manager's signature:

Date:

<b>Date of Preparation:</b>	January 2016	<b>Date Updated:</b>	10/10/2022 18/10/2019
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# Job Demands Frequency Checklist

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

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

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

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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NAME

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SIGNATURE

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DATE