



ROLE DESCRIPTION

Role Title:	HAEMATOLOGY CLINICAL TRIALS FELLOW		
Classification Code:	MDP2G/MDP3G	Position Number	M40616
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	ROYAL ADELAIDE HOSPITAL		
Division:	CANCER SERVICES		
Department/Section / Unit/ Ward:	HAEMATOLOGY		
Role reports to:	HEAD OF HAEMATOLOGY CLINICAL TRIALS UNIT		
Role Created/ Reviewed Date:	JULY 2019		
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)		
Immunisation Risk Category:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)		

ROLE CONTEXT

Primary Objective(s) of role:
<p>The Royal Adelaide Hospital Haematology Clinical Trials Unit performs clinical research across the spectrum of haematological conditions, including haemostasis, transfusion, and haematological neoplasia. The incumbent will work with the Principal Investigators to maximise enrolment in clinical trials and provide high quality care to the patients. The incumbent will gain additional clinical expertise in the conduct of clinical research, and will be expected to develop original research initiatives (in conjunction with the relevant Principal Investigator) as well as participating in active clinical trial programs.</p> <p>During training the person will participate in:</p> <ul style="list-style-type: none"> > the initiation of and ongoing participation in research and clinical trials. > the provision of outpatient, consultative, and laboratory services for patients under appropriate supervision .
Key Relationships/ Interactions:
<p><u>Internal</u></p> <ul style="list-style-type: none"> > Supervision of the position will be provided by the Head of the Clinical Trials Unit. This will include oversight of the provision of consultative, diagnostic and outpatient services, and research activity. > Supervision of matters related to individual clinical trials will be provided by the respective Principal Investigators. > Nursing co-ordinators and data managers– the Fellow will be responsible for assisting the existing nurse co-ordinators with the triaging and management of patients referred for clinical trials. <p><u>External</u></p> <ul style="list-style-type: none"> > Patients referred for or enrolled in clinical trials. > External clinicians, including other members of relevant multidisciplinary teams and referring doctors.
Challenges associated with Role:

Major challenges currently associated with the role include:

- Establishing and maintaining clinical pathways for patients within relevant subspecialty areas.
- Co-ordination of patients involved in relevant clinical trials.
- Formulation of investigator-initiated research projects.

Delegations:

- Nil

Special Conditions:

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children and Young People (Safety) Act 2017* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007 (Cth)*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012 (SA)* and when relevant *WHS Defined Officers must meet due diligence requirements*.
- *Return to Work Act 2014 (SA)*, *facilitating the recovery, maintenance or early return to work of employees with work related injury / illness*.
- *Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia Policy Directive*.
- *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)*.
- *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'*.
- *Disability Discrimination*.
- *Independent Commissioner Against Corruption Act 2012 (SA)*.
- *Information Privacy Principles Instruction*.
- *Code of Fair Information Practice*.
- *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual*.
- *Relevant Australian Standards*.
- *Duty to maintain confidentiality*.
- *Smoke Free Workplace*.
- *To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery*.
- *Applying the principles of the South Australian Government's Risk Management Policy to work as*

appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Commitment:

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Outpatient management	<ul style="list-style-type: none">• Involvement in weekly outpatient clinic and ad hoc clinical trial visits• Involvement in triaging and initial work-up of newly referred patients.
Clinical trial involvement	<ul style="list-style-type: none">• Involvement in the current haematology clinical trial program including clinical oversight of participating patients.• Initiation of investigator driven observational research and interventional clinical trials.
Laboratory and consultative services	<ul style="list-style-type: none">• Involvement in the provision of blood film/bone marrow biopsy and consultative haematology services.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent, registrable with the Medical Board of Australia as a Medical Practitioner with General Registration.
- Completion of part 1 of the RCPA Haematology examinations (or equivalent).

Personal Abilities/Aptitudes/Skills:

- Reliability.
- Good communication skills.

Experience

- Experience in the field of clinical haematology.

Knowledge

- Good baseline knowledge of laboratory and clinical haematology.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Completion of the part 2 RCPA examinations is highly desirable.
- Completion of RACP clinical examinations (or equivalent) is highly desirable.

Personal Abilities/Aptitudes/Skills:

- Demonstrated ability to complete research projects.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

Division/ Department:

The Central Adelaide Cancer Directorate provide a wide range of cancer-related ambulatory and inpatient services and programs to clients, predominantly at the Royal Adelaide Hospital, and The Queen Elizabeth Hospital (TQEH) campuses. Radiation Oncology also has a significant satellite site at Lyell McEwin Hospital. Both hospitals (RAH & TQEH) provide inpatient, outpatient, emergency and statewide services to the Central Adelaide community and those from many regional and rural areas.

Values**Central Adelaide Local Health Network Values**

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
Professionalism:	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals**Role Description Approval**

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: _____ **Role Title:** _____

Signature: _____ **Date:** _____

Role Acceptance**Incumbent Acceptance**

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name: _____ **Signature:** _____ **Date:** _____