

Position Description



1. General Information

Position Title:	Epworth Freemasons Clinical Haematology HMO
Division/Department:	Academic & Medical Services
Position Reports to:	Professor of Molecular Haematology/Oncology for Clinical Supervision Head Supervisor Haematology Dr Costas Yannakou, Haematologist and Co-Director Epworth Cancer Services Clinical Institute, FRACP, FRCPA, PhD
Enterprise/Individual Agreement:	Individual Agreement Salary is according to level of accredited training.
Classification/Grade:	HMO
Location:	Epworth Freemasons, 109 Albert St, East Melbourne Precision Haematology, 140 Clarendon St, East Melbourne
Employment Status:	Part Time 0.5 FTE
Key Relationships - internal and external	Group Director Academic and Medical Services and Deputy Chief Medical Officer Medical Leadership Medical Director, Epworth Freemasons Professorial Chair of Molecular Oncology and Cancer Immunology Melbourne Pathology Haematology Consultants Resident staff, Nursing staff, Consultants and Allied Health staff, Medical Students Epworth Cancer Services Clinical Institute Precision Haematology Haematology Clinical Trials Unit
Supervisors	Professor Miles Prince, Professorial Chair of Molecular Oncology and Cancer Immunology, FRACP,

Position Description



	Dr Costas Yannakou, Haematologist and Co-Director Epworth Cancer Services Clinical Institute, FRACP, FRCPA, PhD
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2. Overview of Epworth HealthCare

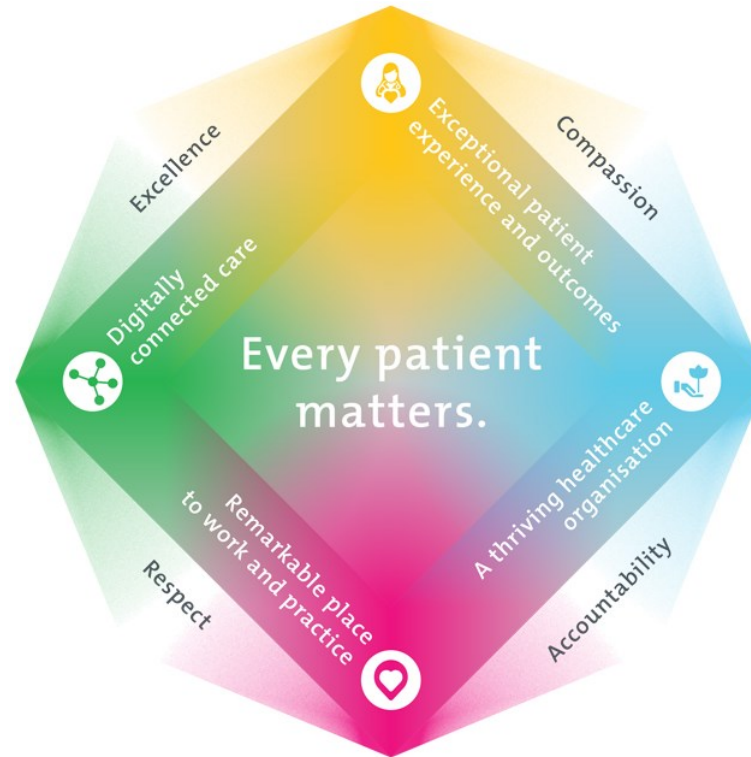
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

Epworth's purpose is Every Patient Matters.

Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.

Exceptional patient experience and outcomes - To empower our patients and deliver compassionate, expert and coordinated care.

A thriving healthcare organisation - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.

Remarkable place to work and practice - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.

Digitally connected care - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

4. Purpose of the Position

The Epworth Freemasons Clinical Haematology HMO will undertake clinical hematology duties such as supervised ward rounds with consultants, day stay ward management, managing patients on clinical trials and research/audit activities. Potential to work in outpatient clinic.

Opportunity to work within a state-of-the-art medical facility alongside a multidisciplinary team of experts. This role offers a unique chance to further develop your skills, knowledge, and experience in the field of Haematology while making a meaningful impact on patient care.

5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

Clinical Governance Domain	Role
<i>Leadership and culture</i>	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
<i>Consumer Partnerships</i>	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
<i>Effective Workforce</i>	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
<i>Clinical Safety and Effectiveness</i>	Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
<i>Risk Management</i>	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

6. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
Inpatient Management	Management of patients with haematological malignancies Chemotherapy administration

Position Description



Medical Day Unit Management	Review of haematology patients requiring chemotherapy administration, transfusion, immunoglobulin, supportive care)
Patient Blood Management	<p>Patient Blood Management (PBM) is individualised and evidence based care that aims to limit a patient's exposure to blood products and thereby improve patient outcomes. It improves clinical outcomes for all patients who may be at risk of receiving a blood transfusion. The HMO will work toward the implementation of the National Blood Authority Guidelines across Epworth https://www.blood.gov.au/pbm-guidelines</p> <p>The National Blood Authority (NBA) has funded and managed the development of a series of evidence-based Patient Blood Management (PBM) Guidelines, comprising six modules. The PBM Guidelines reflect a systematic review of the scientific literature and clinical expert consensus.</p>
Bleeding Management	Key person for management of haematology support of severe blood loss (operating suites/surgeons/ICU)
Transfusion Management – acute and chronic	<ul style="list-style-type: none"> • Transfusion reactions: undertake the ‘ground work’ currently performed by Melbourne Path (over the phone) • Educate hospital staff and assist with Riskman and STIR paperwork. • Transfusion committee: help produce monthly statistics on non-compliant specimen, transfusion reactions and wastage. Monthly meeting at Richmond to attend. • Staff education and review of protocols. • Increase input on ‘appropriateness of transfusion’ (audits and process change roles). • Critical bleeding intervention – Currently run out of the lab. There is room for follow up and debriefing afterwards as well as institution of post massive transfusion review of patient outcomes (such as allo-immunisation).
Anti-coagulant Management	<ul style="list-style-type: none"> • Investigation of patients with abnormal coag profiles. On-site taking a bleeding history, checking the drug exposures and co-ordinating samples • VWD/Haemophilia: co-ordination of products, provision of appropriate information on requests, timing of requests for levels etc. Triaging which patients are suitable for surgery at Epworth (or elsewhere) • Thrombophilia testing - audit appropriate ordering practice, provision of information about current drug exposures (Lab are rarely told), policies, education. • Auditing of compliance with peri-operative and medical thrombosis prophylaxis (not currently undertaken).

Position Description



	<ul style="list-style-type: none"> • Audit of appropriateness and outcomes of HITTS screening. Helping to ensure correct interpretation of results and appropriate anticoagulant choices by clinical staff. • Consultation service to patients of other specialities on antiplatelet drugs
Education & Research Activities	<p>Participation in Journal Club, MDT, blood and blood product committee, inter-hospital meetings, national and international conferences and CME related activities, weekly grand rounds.</p> <p>Participation in clinical and translational research (bleeding, transfusion, anticoagulation, maternity). Participate as an associate investigator in industry sponsored haematology clinical trials.</p>

7. Position Requirements/Key Selection Criteria

COMPONENT	
Patient Care	<ul style="list-style-type: none"> • Provides high quality evidence based patient care • Attends to inpatients and patients referred for haematology care • Completion of all patient related documentation • Liaise and communicate with the multidisciplinary team including attending all relevant team meetings • Following all hospital policies and procedures • Provides a high standard of service and support to patients, their families as well as internal and external customers • Actively seeks feedback to better understand needs • Follows up to ensure customer satisfaction
Professional Requirements	<ul style="list-style-type: none"> • Prepared to make a commitment to the mission and values of Epworth HealthCare High level of personal and professional integrity • Good clinical and practical documentation skills • Demonstrates initiative, motivation, exercises good judgment and has the ability to achieve results • Solid conceptual and proven problem-solving abilities • Displays high moral standards and an ethics-based approach in all aspects of their work

Position Description



<p>Challenges & Problem Solving</p>	<ul style="list-style-type: none"> • Identifies and analyses issues, problems and opportunities • Develops appropriate solutions and demonstrates resourcefulness. • Balancing mandated training and education requirements with service provision • Implementation of effective time management to deal with the clinical workload and to organise and prioritise time for clinical and research responsibilities
<p>Communication</p>	<ul style="list-style-type: none"> • To work closely with medical, nursing and allied health staff • Communicate to the Consultant/ Attending Staff • Work in and contribute to a multi-disciplinary team • Exercise discretion. Sensitivity, confidentiality and maintain high level of professionalism • Demonstrate leadership within the team • Demonstrate an ability to initiate and undertake discussions with patients and their families regarding their hospitalisation, treatment and progress • Communicate effectively in a timely fashion • Listens when others are communicating • Demonstrates approachable and open body language
<p>Qualifications</p>	<p>Essential</p> <ul style="list-style-type: none"> • Current Medical Registration with the Australian Health Practitioner Regulation Agency (AHPRA) • Three years post graduate experience
<p>Required Knowledge & Skills</p>	<p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Appropriate progress toward career goals in haematology • Demonstrated teamwork within a multidisciplinary team, time management and problem solving skills in a complex clinical environment • Preparedness and ability to work independently in a supervised environment • Proven ability in leadership, planning and decision making • Demonstrate commitment to relevant Advanced Training program and the service requirement of the organisation • Demonstrated interest and willingness to teach Junior Medical Staff <p><u>Skills</u></p> <ul style="list-style-type: none"> • Solid clinical background

Position Description



	<ul style="list-style-type: none"> • Above average interpersonal skills • Excellent written and verbal communication skills • Ability to function in a dynamic environment subject to changes in schedules and priorities • Displays strong initiative • Knowledge of health and safety issues • Meets deadlines and handles diverse tasks concurrently using prioritisation, and exercises stewardship over outcomes
<p>Personal Attributes & Values</p> <p>All employees are expected to consistently work in accordance with Epworth's values and behaviours</p> <ul style="list-style-type: none"> • Respect • Excellence • Compassion • Community • Integrity • Accountability 	<ul style="list-style-type: none"> • Positive attitude • Good time management skills • High level of emotional maturity and integrity • Proactive and collaborative in approach • Results orientated • Ability to communicate across all levels • Highly self-motivated and directed, self-starter and able to work autonomously in a fast paced, dynamic environment • Logical and efficient, with keen attention to detail • Ability to effectively prioritise and execute tasks while under pressure • Excellent listening and interpersonal skills, written and oral communication skills • Experience working in a team-oriented, collaborative environment

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
November 2023		Dr Costas Yannakou

Position Description



8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature:

Print Name:

Date:
