

1. General Information

Position Title:	Medical Oncology Registrar (Advanced Trainee)
Division/Department:	Academic & Medical Workforce
Position Reports to:	Group Director Academic and Medical Services and Deputy Chief Medical Officer Medical Leadership Head of Unit Director Epworth Cancer Services Clinical Institute Supervisor Director of Education
Enterprise/Individual Agreement:	Individual Agreement (in alignment with Doctors in Training Award)
Classification/Grade:	Not Applicable
Location:	Epworth Freemasons, Albert St and Victoria Parade, East Melbourne
Key Relationships - internal and external	Internal relationships include but are not limited to: Supervisors Senior clinicians, Head of Unit, Director Epworth Cancer Services Clinical Institute, Director of Medical Services, Epworth Freemasons. Epworth Freemasons Nurse Unit Manager In-patient Oncology Ward 2 East: Epworth Freemasons Nurse Unit Manager Day Oncology Senior Medical Staff Other Registrars and HMOs Nursing staff Divisional Medical Directors Cancer Institute Chair and members External relationships include, but are not limited to: Specialist Medical College (RACP)

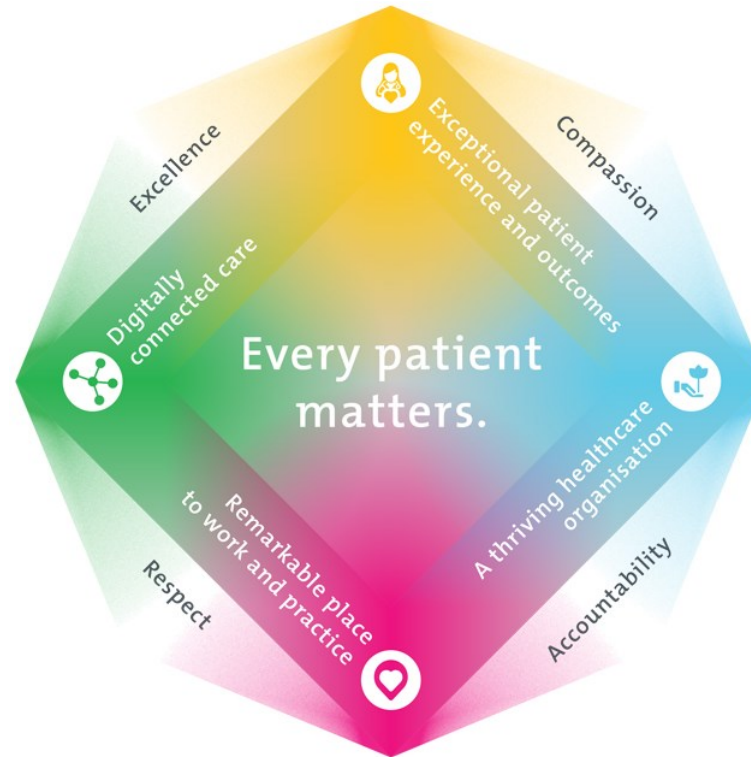
2. Overview of Epworth HealthCare

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 Medical Oncology is a full-time 1.0 EFT (43 hours per week) position based at Epworth Freemasons. This position has been provisionally approved for six months core accredited training with the Royal Australasian College of Physicians (RACP).

The Medical Oncology Registrar will be involved in the day-to-day care for Medical Oncology patients admitted by the following Oncologists, who will also serve as supervisors: Professor Michael Green, Dr Richard de Boer, Dr Ken Khamly, Dr Ben Tran and Associate Professor Sumi Ananda. Other senior clinicians who may also provide academic and pastoral support are: Associate Professor Sumitra Ananda, Head of Unit, Director Epworth Cancer Services Clinical Institute and Dr Vivek Nigam (Director of Medical Services, Epworth Freemasons). The Nurse Unit Manager of Day stay Oncology at Epworth Freemasons is Ms Sarah Scully and the Nurse Unit Manager of in-patient Oncology at Epworth Freemasons is Mr Leslie Bell.

Opportunity to learn various aspects of Medical Oncology management in a leading not-for-profit private hospital setting. This role entails working closely with senior Medical Oncologists every day and expects close involvement in the following activities:

- Daily ward rounds
- Ward duties and patient management
- Day oncology duties and management
- Admission of new, review and research trial patients
- Outpatient clinics
- Research project work
- Elective duties in radiation oncology and oncology-based diagnostics
- Audit activities, multi-disciplinary meetings and treatment-planning meeting
- Academic commitments (e.g. journal club) and teaching
- Caring for acute medical problems and chronic illness
- Attending to the emotional needs of patients and families
- Controlling and managing symptoms
- Administering end-of-life 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
General Duties and Responsibilities	<p>To be involved in the care of patients as outlined above</p> <p>To conduct a daily ward round on all patients under their care</p> <p>To attend all MET calls and Code Blue calls on patients under their care</p> <p>To participate in ward duties at the request of the Nurse Unit Manager or the Associate Nurse Unit Manager on duty to assess patients, particularly patients with recent change in clinical status</p>
Prescriptions and Drug Charts	The Medical Oncology Registrar can write up regular medications, confirm phone orders from consultants and enter such orders into the general chart, write authority prescriptions

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	<p>to facilitate the dispensing of medications to ward patients and to patients on discharge.</p> <p>The Medical Oncology Registrar cannot initiate new medication orders without prior discussions with the Consultant, the Peri-operative Physician, other attending physicians and other clinicians, in particular Anaesthetists.</p>
<p>Administrative Responsibilities</p>	<p>The Medical Oncology Registrar will complete the discharge summaries on all patients under their care. In addition, at the request of Health Information Services, will attend to complete details of co-morbidity and complications recorded in the patient record to facilitate correct DRG coding.</p> <p>Health Information Services will prepare lists of patients, only under the care of the physicians and surgeons involved, where there is some query is to the documentation of co- morbidity/complication. The patient’s chart will be made available in the HIS Department, and on request by the Health Information Services Manager, the resident, will attend to assess the medical record and complete the documentation.</p>
<p>Patients under the care of other clinicians/surgeons</p>	<p>The Medical Oncology Registrar is not permitted to participate in the management of any patients of any clinician or surgeon outside the medical oncology clinician list</p> <p>The MET call and Code Blue protocols at Epworth Freemasons provide the appropriate level of emergency care required for the management of any patient within the hospital.</p>
<p>Terms and Conditions</p>	<p>The Medical Oncology Registrar is rostered on for a 43 hour week.</p> <p>The Medical Oncology Registrar is not expected to work beyond their rostered hours nor any afterhours or weekend shifts. If overtime has occurred due to unforeseen and reasonable circumstances, you must discuss with your supervisor or Junior Medical Workforce.</p> <p>It must not be assumed that the Registrar is necessarily available,</p>

	<p>particularly in an emergency setting, if a patient's condition is deteriorating, then a MET call should be initiated, rather than wait for the Registrar to respond to contact attempts.</p>
<p>Customer Service</p> <p>Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers.</p> <p>Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees.</p> <ul style="list-style-type: none"> • Provide excellent, helpful service to patients, visitors and staff • Communicate with clear and unambiguous language in all interactions, tailored to the audience • Build customer relationships and greet customers and patients promptly and courteously • Actively seek to understand patients' and their family's (customers) expectations and issues 	<ul style="list-style-type: none"> • Patient and customer service satisfaction surveys within agreed targets • Use AIDET principles in all interactions • Issues are escalated to the manager and resolved in a timely manner
<p>Safety and Wellbeing</p> <p>Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace</p> <ul style="list-style-type: none"> • Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan 	<ul style="list-style-type: none"> • Adhere to infection control/personal hygiene precautions • Implement and adhere to Epworth OHS policies, protocols and safe work procedures • Mandatory training completed at agreed frequency

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	A medical qualification (MBBS or equivalent) which is recognised for registration by the Australian Health Practitioner Regulation Agency

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<p>Demonstrated Job Competencies Required</p>	<ul style="list-style-type: none"> • Demonstrated ability to support delivery of safe and effective clinical services with specific reference to the following: • Professionalism • Demonstrates a high level commitment to ethical practice Understands medico-legal issues Demonstrates ability to effectively manage clinical risk • Clinical Expertise • Maintains clinical knowledge, skills and attributes appropriate to their practice; Provides compassionate patient-centered care • A demonstrated commitment to quality and safety • Technical Expertise • Has the appropriate level of clinical knowledge and skills to undertake the role of a Medical Oncology Registrar • Scholarly attributes • Has demonstrated ability to critically evaluate relevant information and apply to clinical research. • Ability to facilitate the learning of other clinicians Demonstrated commitment to own learning and development • Management and Leadership • Clinical Leadership with proven ability to exercise sound judgment • Ability to supervise and manage junior staff
<p>Demonstrated Personal Competencies Required</p>	<ul style="list-style-type: none"> • Ability to plan, prioritise, work under pressure and meet deadlines Professional, respectful and consultative style • Demonstrated ability to work in collaboration with members of interdisciplinary teams High level of confidentiality and discretion in a health services context • Committed to excellence customer service and continuous improvement Proactive, cooperative and enthusiastic approach • Flexibility in working hours • Excellent written and verbal communication skills • Enthusiastic and committed to developing and empowering others Passionate about the role and self-motivated • Flexible, adaptable and able to multitask Calm in the face of adversity or challenge • High level of emotional maturity and personal integrity

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<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"> • Compassion • Accountability • Respect • Excellence 	<p>The incumbent will undertake the role in a manner that demonstrates commitment to the positive leadership behaviours of Epworth HealthCare, to the principles of working together and to Epworth HealthCare’s Values and Behaviours.</p> <p>Compassion: To show empathy and support to patients</p> <p>Integrity: Follow Epworth’s professional standards, rules and policies Community: Cooperate and collaborate with others in the team Accountability: Take responsibility for own decisions</p> <p>Excellence: Show commitment to maintaining the highest standard of work</p> <ul style="list-style-type: none"> • Respect: Treat all customers, patients and staff with courtesy and respect
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Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
July 2023	2023	Junior Medical Workforce

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: _____