

1. General Information

Position Title:	Haematology Registrar or HMO
Division/Department:	50% Management Richmond 50% Prof of Molecular Oncology Freemasons
Position Reports to:	Richmond Management, Freemasons Management Academic and Medical Services
Enterprise/Individual Agreement:	Individual Agreement
Classification/Grade:	In line with years of experience
Location:	Epworth Richmond / Freemasons
Employment Status:	Six months full time
Key Relationships - internal and external	Clinical Supervisors Medical Directors Manager Academic & Medical Services & Medical Workforce Staff Professorial Chair of Molecular Oncology and Cancer Immunology Melbourne Pathology Resident staff, nursing staff, consultants and allied health staff Epworth Cancer Services Clinical Institute Precision Haematology Haematology Clinical Trials Unit

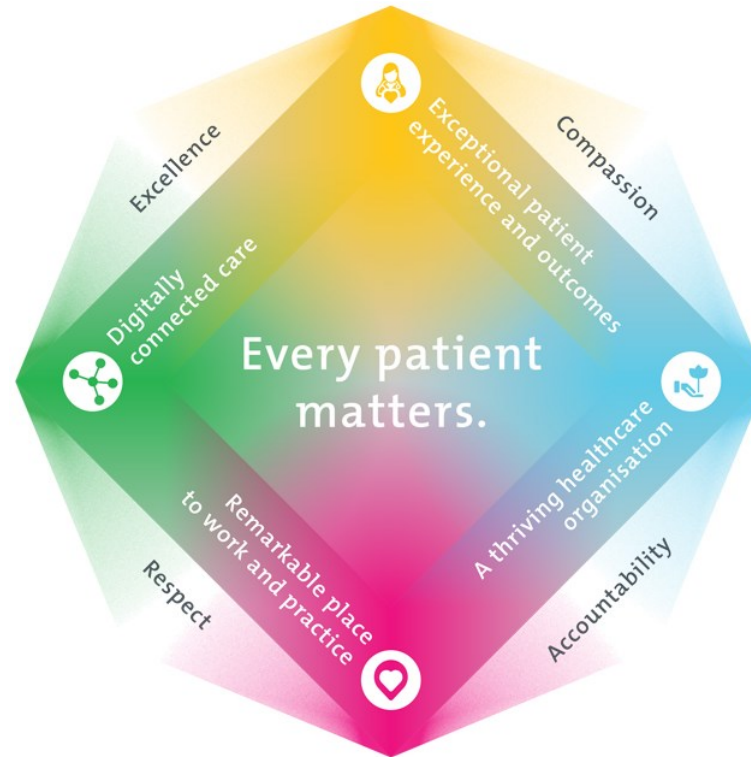
2. Overview of Epworth HealthCare

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

Haematology Richmond

This unit focusses on consultative Haematology, with a mix of malignant and classical haematology. You will be working with patients with malignant haematological disease as well as patient blood management, bleeding disorders, transfusion and anti-coagulant management. You will encounter a broad case mix and have ample time for on-the-job learning with daily consultant rounds. You will liaise closely with Melbourne Pathology Pathologists who provide support in areas such as transfusion related areas including handling situations such as massive transfusions and managing transfusion reactions. The Registrar works under consultant supervision and support and plays an important role in enhancing blood management to maintain practices ensuring Epworth's adherence to National Standards. This is a position suited to both those with an interest in haematology and general medicine.

Haematology Freemasons

This unit concentrates on inpatient management of patients with haematological malignancies, overseeing day oncology management including chemotherapy administration, and managing the Medical Day Unit where tasks range from transfusions, immunoglobulin, supportive care, stem cell collection and therapeutic apheresis procedures. Additionally, the Registrar/HMO conducts outpatient evaluations in private rooms for both new and follow up patients. Opportunity for teaching and research including associate investigatorship on all industry sponsored haematology clinical trials.

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
<p>Patient Care and Management</p> <ul style="list-style-type: none"> Daily ward rounds with consultants Inpatient management of patients with haematological malignancies Review of haematology patients requiring chemotherapy administration & other procedures Medical Day Unit management (chemotherapy, transfusion, immunoglobulin, supportive care) Outpatient evaluations in private rooms (new and review patients) 	<ul style="list-style-type: none"> Attendance at all ward rounds. Adherence to treatment protocols. Accurate and completeness of patient reviews, documentation, adherence to chemotherapy administration guidelines, and patient feedback. Efficiency of day unit operations (e.g. patient throughput, wait times), quality of care, and patient satisfaction. Demonstrates high quality evidence based patient care
<p>Clinical Trials and Advanced Therapies</p> <ul style="list-style-type: none"> Admission of new, review, and clinical trial patients Exposure to next-generation haematological therapies (such as CAR-T cell therapy) through clinical trials 	<ul style="list-style-type: none"> Patient admissions completed thoroughly within timeframes and adherence to clinical trial protocols, and patient outcomes. Participation in clinical trials, knowledge and application of advanced therapies, and patient outcomes in clinical trials.
<p>Service Delivery and Improvement</p> <ul style="list-style-type: none"> Improve service delivery to patients by improvements in areas of patient blood management – preoperative assessment, transfusion management – acute and chronic, and anticoagulant management 	<ul style="list-style-type: none"> Implementation of service improvements, reduction in complications related to blood management, and feedback from the medical team and patients.
<p>Education</p> <ul style="list-style-type: none"> Teaching medical students Audit activities, multi-disciplinary meetings and treatment-planning meetings 	<ul style="list-style-type: none"> Inclusion, support and guidance provided to medical students Attendance and participation at audits, MDT and treatment-planning meetings
<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>	<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>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 	
<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	<p>Essential</p> <ul style="list-style-type: none"> • Current Medical Registration with the Australian Health Practitioner Regulation Agency (AHPRA) <p>Desirable</p> <ul style="list-style-type: none"> • Registered Advanced Trainee with Royal Australian College of Physicians
Previous Experience	<p>Essential</p> <ul style="list-style-type: none"> • Successful completion of the Basic Physician Training (Registrar position) • At least one year as a medical resident (HMO position)

Position Description



<p>Required Knowledge & Skills</p>	<p><u>Knowledge</u></p> <ul style="list-style-type: none"> • 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 • Demonstrated interest and willingness to teach Junior Medical Staff <p><u>Skills</u></p> <ul style="list-style-type: none"> • Solid clinical background • 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"> • Compassion • Accountability • Respect • Excellence 	<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):
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Position Description



June 2024		Junior Medical Workforce
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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: _____