

1. General Information

Position Title:	Cell Therapy and Clinical Trials Haematology Fellow
Division/Department:	Haematology, Epworth Freemasons
Position Reports to:	Deputy Director and Medical Lead, Cell Therapies
Enterprise/Individual Agreement:	EA
Classification/Grade:	Individual Agreement. Salary is according to level of accredited training
Location:	Epworth Freemasons, 109 Albert Street, East Melbourne Epworth Centre for Immunotherapies and Snowdome laboratories, Level 1, 185 – 187 Hoddle Street
Employment Status:	Fixed Term, Full time
Key Relationships - internal and external	<p>Internal and External</p> <ul style="list-style-type: none"> • Centre Directors, including Professor of Molecular Oncology and Cancer Immunology (MOCI), autologous stem cell transplant Program Director, and the Director of Haematology Clinical Trials • Apheresis nursing team, cryopreservation laboratory manager and medical scientists, and Quality Assurance • Research Program Manager and research team • Haematology Clinical Trials manager and clinical trial coordinator team • Medical, nursing, Visiting Medical Officers (VMO) and allied health staff on the haematology ward, Day Oncology Unit, and other relevant clinical areas • Other health services including Peter Mac, laboratories and diagnostic imaging centres, including Melbourne pathology Services (MPS), Slade Pharmacy, and Cell Therapies Pty Ltd (CTPL) • Universities and research centres as appropriate.

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.

Position Description

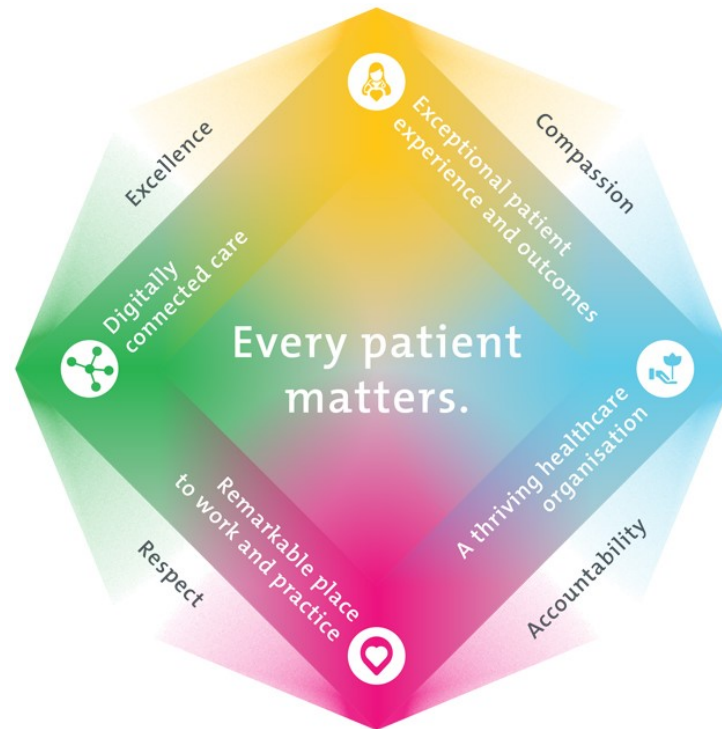


Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

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 CAR T and Clinical Trials Fellow will include an attachment to the haematology team as a Clinical Haematology Registrar providing clinical care and improving service delivery for a cohort of patients with malignant haematology-related illnesses at Epworth Freemasons. The Fellow will also include haematology research experience, with involvement in investigator-initiated trials (IIT's) and a broad portfolio of industry sponsored clinical trials, and support the development of the CAR T-cell clinical trial portfolio at Epworth. This role will participate in cell therapies research activities at the research laboratory at 185-187 Hoddle Street.

This role will be responsible at all times to the Consultant/Attending Senior Staff, and will participate in the education program for staff in quality assurance activities, and research programs of the department.

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>Clinical care and inpatient management</p> <ul style="list-style-type: none"> Provides high quality evidence based patient care to patients on the oncology/haematology ward, Day Oncology Unit and Apheresis Unit (where applicable) 	<ul style="list-style-type: none"> 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 Completion of all patient related documentation Liaises and communicates with the multidisciplinary team (MDT) including attending all relevant team meetings Follows all hospital policies and procedures Readiness to take direction and willingness to learn from haematology Consultants, and other members of the team and colleagues
<p>Clinical Trials and Research</p> <ul style="list-style-type: none"> Participate in a research program to be developed in consultation with the Deputy Director and Medical Lead, Cell Therapies 	<ul style="list-style-type: none"> Participates in clinical and translational research, supporting patient recruitment and data collection Establish correlative studies, and co-PI where appropriate Participate in clinical trial management, attending Sponsor meetings, dose escalation, safety and review and investigator meetings Ability to develop clinical research protocols Ability to prepare and submit manuscripts Participate in the management of patients on clinical trials across the breadth of the haematology trial portfolio Participate in the development of the CAR T clinical trial portfolio Participates in Journal Club
<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 Listens when others are communicating Demonstrates approachable and open body language 	<ul style="list-style-type: none"> Exercises discretion, sensitivity, confidentiality and maintains a high level of professionalism Demonstrates an ability to initiate and undertake discussions with patients and their families regarding their hospitalisation, treatment and progress Demonstrates leadership within the team Communicates effectively in a timely fashion with the multidisciplinary team

<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	<p>Essential</p> <ul style="list-style-type: none"> • Current Medical Registration with Australian Health Practitioner Regulation Agency (AHPRA) • Successful completion of Basic Physician Training with RACP
Previous Experience	<p>Essential</p> <ul style="list-style-type: none"> • At least one previous year of core clinical haematology training • Demonstrated excellent clinical skills, judgment and expertise in a wide range of haematology • 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 and medical students
Required Knowledge & Skills	<p>Essential</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills across all levels, including research report writing • Creative and innovative problem solving skills • Ability to function in a dynamic environment subject to changes in schedules and priorities • Displays strong initiative • Good time management skills • Knowledge of health and safety issues and clinical governance • 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>	<p>Essential</p> <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 and displays an ethics based approach in all aspects of their work • Respects and operates effectively within the organisational and Clinical Institute structure • Committed to team development and improving group skills to enhance performance • Demonstrates initiative, motivation, exercises good judgment and has the ability to achieve results

Position Description



<ul style="list-style-type: none">• Compassion• Accountability• Respect• Excellence	<ul style="list-style-type: none">• Solid conceptual and proven problem-solving abilities• Positive, proactive and collaborative in approach• 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
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Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
November 2023	November 2023	Deputy Director and Medical Lead, Cell Therapies Director, Haematology Clinical Trials

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: _____