

## 1. General Information

<b>Position Title:</b>	Medical Oncology Registrar (Advanced Trainee)
<b>Division/Department:</b>	Academic & Medical Workforce
<b>Position Reports to:</b>	Manager Academic and Medical Workforce Associate Professor Sumitra Ananda, Head of Unit, Director Epworth Cancer Services Clinical Institute
<b>Enterprise/Individual Agreement:</b>	Individual Agreement (in alignment with Doctors in Training Award)
<b>Classification/Grade:</b>	According to level of accredited training
<b>Location:</b>	Epworth Freemasons, Albert St and Victoria Parade, East Melbourne
<b>Employment Status:</b>	6 months full time fixed term
<b>Key Relationships - internal and external</b>	Internal relationships include but are not limited to: Chief Medical Officer, Director of Education, Clinical Supervisors, Senior Clinicians, Head of Unit, Epworth Cancer Services Clinical Institute, Freemasons Medical Director. Nurse Unit Managers, Senior Medical Staff, Other Registrars, HMO's, Medical Students, Nursing and Allied Health staff. External relationships include, but are not limited to: Specialist Medical College

## 2. Overview of Epworth HealthCare

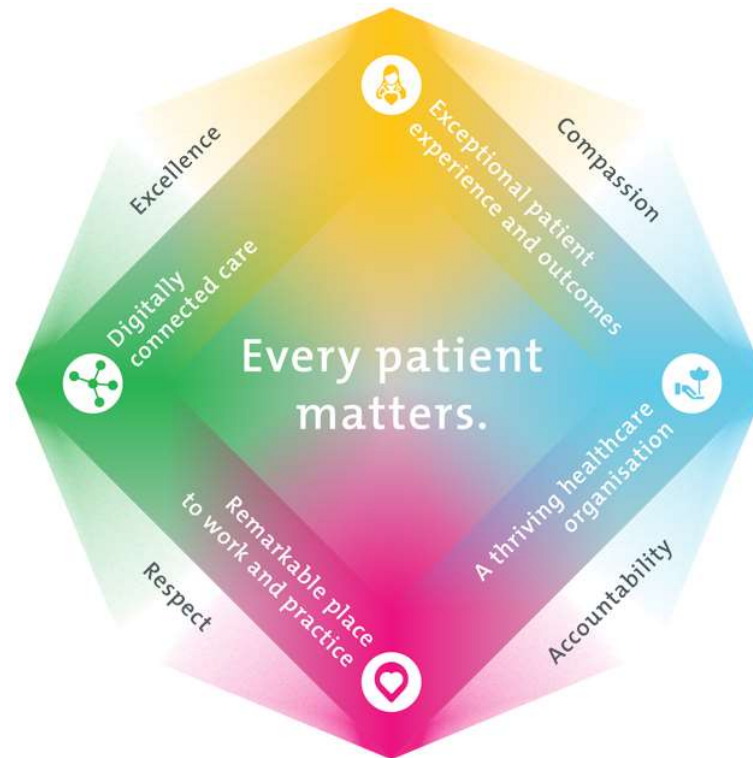
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our 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 Registrar is a six-month, full-time (1.0 EFT 43 hours per week) position based at Epworth Freemasons.

The Medical Oncology Registrar will be involved in the day-to-day care for Medical Oncology patients admitted by the following senior Oncologists, who will also serve as supervisors: Professor Michael Green, Dr Richard de Boer, Dr Ken Khamly, Dr Ben Tran, Dr John Lai and Associate Professor Sumi Ananda. Other senior clinicians who may also provide academic and pastoral support include Associate Professor Sumitra Ananda as Director of Epworth Cancer Services Clinical Institute, the Freemasons Medical Director, and Group Manager of Medical Workforce.

This position provides the opportunity to learn various aspects of Medical Oncology management in a leading not-for-profit private hospital setting. The role is designed to deliver advanced training and practical experience and enhance the Registrars clinical skills and knowledge in diagnosing and treating various types of cancers. The position aims to foster a multidisciplinary approach to patient care with the Registrar collaborating effectively with other healthcare professionals.

## 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-centered 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><b>Clinical Duties</b></p> <ul style="list-style-type: none"> <li>• Participate in daily ward rounds.</li> <li>• Perform ward duties and manage patient care.</li> <li>• Oversee day oncology duties and patient management.</li> <li>• Admit and review research trial patients.</li> <li>• Participate in Outpatient clinics.</li> <li>• Participate in elective duties in radiation oncology and oncology-based diagnostics.</li> <li>• Engage in audit activities, multi-disciplinary meetings and treatment-planning meetings.</li> <li>• Caring for acute medical problems and chronic illness</li> <li>• Attending to the emotional needs of patients and families</li> <li>• Controlling and managing symptoms</li> <li>• Attending all MET calls and Code Blue calls on patients under their care.</li> <li>• Administering end-of-life care.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Actively participate in daily consultant ward rounds, contributing to patient management discussions.</li> <li>• Timely and accurate documentation of patient management plans and progress notes.</li> <li>• Patient assessments completed within required timeframe.</li> <li>• Compliance with assessment protocols which include all necessary components such as medical history, physical examination, and initial diagnostic tests.</li> <li>• Successful admission and follow-up of new patients, adherence to research protocols, and patient outcomes.</li> <li>• Completion of assigned elective duties.</li> <li>• Attendance and active participation in meetings, contribution to treatment plans, and audits.</li> <li>• Adherence to symptom management protocols.</li> <li>• Timely response to MET calls and Code Blue interventions.</li> <li>• adherence to end-of-life care protocols.</li> </ul>
<p><b>Prescriptions and Drug Charts</b></p> <p>The Medical Oncology Registrar can write up regular medications, confirm phone orders from consultants, entering these orders into the general chart, write authority prescriptions to facilitate the dispensing of medications to ward patients and to patients on discharge.</p>	<ul style="list-style-type: none"> <li>• Accurate and timely confirmation and entry of phone orders from consultants.</li> <li>• Regular medications correctly written up and entered into the general chart.</li> <li>• Documentation of discussions with consultants, peri-operative physicians, attending physicians, and anaesthetists prior to initiating new medication orders.</li> <li>• Compliance with protocols for initiating new medication orders.</li> </ul>

# Position Description



<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><b>Administrative Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Complete discharge summaries on all patients under their care.</li> <li>• Diligently address requests from Health Information Services and ensure accurate documentation of co-morbidity and complications in the patient record to facilitate correct DRG coding.</li> <li>• Health Information Services (HIS) will prepare lists of patients, exclusively for those under the care of the attending physicians and surgeons, particularly focusing on cases with queries regarding co-morbidity and complication documentation. The patient's chart will be made available within the HIS Department, and at the request of the Health Information Services Manager, the resident will be responsible for reviewing the medical record and ensuring comprehensive documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate efficient discharge planning and follow-up arrangements for patients.</li> <li>• Timeliness in addressing requests from Health Information Services.</li> </ul>
<p><b>Patients under the care of other clinicians/surgeons</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with hospital policies regarding patient management restrictions.</li> <li>• Timeliness and appropriateness of response to MET calls and Code Blue situations.</li> </ul>
<p><b>Scholarly Activities</b></p> <ul style="list-style-type: none"> <li>• Academic commitments (e.g. journal club) and teaching.</li> <li>• Research project work.</li> </ul>	<p>Attendance, participation and punctuality at set meetings and sholarly activities. Formulation of learning objectives and research projects.</p>

# Position Description



<ul style="list-style-type: none"> <li>Support medical students in their learning and facilitate their involvement in educational activities.</li> </ul>	<p>Documentation of progress made and addressing areas for improvement to occur at regular intervals.</p> <p>Completion of planned projects.</p> <p>Adherence to ethical standards and professional conduct including compliance with regulations and guidelines in respect for patient confidentiality.</p>
<p><b>Terms and Conditions</b></p> <p>There is no expectation to work beyond rostered hours nor any afterhours or weekend shifts. If overtime has occurred due to unforeseen and reasonable circumstances, you must discuss with your supervisor and Junior Medical Workforce.</p> <p>It must not be assumed that the Registrar is necessarily available, particularly in an emergency setting, if a patient's condition is deteriorating a MET call should be initiated, rather than wait for the Registrar to respond to contact attempts.</p>	<p>Adhere to overtime policy.</p>
<p><b>Contact People</b></p> <ul style="list-style-type: none"> <li>For any non-urgent clinical concerns, contact the Oncologist responsible for the patient.</li> <li>For any ward-related matters contact the Nurse Unit Manager of Medical Oncology</li> <li>For any professional matters (e.g. Sick leave or annual leave) contact Junior Medical Workforce.</li> </ul>	<ul style="list-style-type: none"> <li>Timely response and communication with oncologists and Nurse Unit Manager.</li> <li>Timely submission and approval of leave requests.</li> </ul>
<p><b>Customer Service</b></p> <p>Epworth is committed to the provision of excellent customer service to all 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"> <li>Patient and customer service satisfaction surveys within agreed targets.</li> <li>Use AIDET principles in all interactions.</li> <li>Issues are escalated to the manager and resolved in a timely manner.</li> </ul>

# Position Description



<ul style="list-style-type: none"> <li>• Provide excellent, helpful service to patients, visitors and staff.</li> <li>• Communicate with clear and unambiguous language in all interactions, tailored to the audience.</li> <li>• Build customer relationships and greet customers and patients promptly and courteously.</li> <li>• Actively seek to understand patients' and their family's (customers) expectations and issues.</li> </ul>	
<p><b>Safety and Wellbeing</b></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"> <li>• Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan.</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to infection control/personal hygiene precautions.</li> <li>• Implement and adhere to Epworth OHS policies, protocols and safe work procedures.</li> <li>• Mandatory training completed at agreed frequency.</li> </ul>

## 7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<ul style="list-style-type: none"> <li>• Registration with the Royal Australian College of Physicians as an Advanced Trainee Registrar in Medical Oncology.</li> <li>• Current registration with the Australian Health Practitioner Regulation Authority (AHPRA)</li> </ul>
Previous Experience	<p>Demonstrated ability to support delivery of safe and effective clinical services with specific reference to the following:</p> <p><u>Professionalism</u>            Demonstrates a high-level commitment to ethical practice Understands medico-legal issues.            Demonstrates ability to effectively manage clinical risk.</p> <p><u>Clinical Expertise</u>            Maintains clinical knowledge, skills and attributes appropriate to their practice.</p>

	<p>Provides compassionate patient-centered care. A demonstrated commitment to quality and safety</p> <p><u>Technical Expertise</u> Has the appropriate level of clinical knowledge and skills to undertake the role of a Medical Oncology Registrar</p> <p><u>Scholarly attributes</u> 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.</p> <p><u>Management and Leadership</u> Clinical Leadership with proven ability to exercise sound judgment. Ability to supervise and manage junior staff.</p>
<p>Required Knowledge &amp; Skills</p>	<ul style="list-style-type: none"> <li>• Ability to plan, prioritise, work under pressure and meet deadlines.</li> <li>• Professional, respectful and consultative style.</li> <li>• Demonstrated ability to work in collaboration with members of interdisciplinary teams.</li> <li>• High level of confidentiality and discretion in a health services context.</li> <li>• Committed to excellence customer service and continuous improvement.</li> <li>• Proactive, cooperative and enthusiastic approach.</li> <li>• Flexibility in working hours.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Enthusiastic and committed to developing and empowering others.</li> <li>• Passionate about the role and self-motivated.</li> <li>• Flexible, adaptable and able to multitask.</li> <li>• Calm in the face of adversity or challenge.</li> <li>• High level of emotional maturity and personal integrity.</li> </ul>
<p>Personal Attributes &amp; Values</p> <p>All employees are expected to consistently work in accordance with Epworth's values and behaviours</p>	<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><b>Compassion:</b> To show empathy and support to patients</p>



# Position Description



<ul style="list-style-type: none"><li>• Compassion</li><li>• Accountability</li><li>• Respect</li><li>• Excellence</li></ul>	<p><b>Accountability:</b> Take responsibility for own decisions</p> <p><b>Respect:</b> Treat all customers, patients and staff with courtesy and respect</p> <p><b>Excellence:</b> Show commitment to maintaining the highest standard of work</p>
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## Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
July 2023	May 2024	Associate Professor Sumi Ananda 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: \_\_\_\_\_