Position Description

1. General Information

Position Title:	Medical Oncology Clinical Trials Assistant
Division/Department:	Medical Oncology Clinical Trials Unit
Position Reports to:	Manager - Medical Oncology Clinical Trials Unit
Enterprise/Individual Agreement:	Individual Agreement
Location:	Epworth Richmond/Freemasons
Employment Status:	Full Time Maximum Term, 12 months.
Resource Management (for Management positions only) **Number of Direct Reports:** **Budget under management:**	Not Applicable
Key Relationships - internal and external	**Internal:** • Director, Medical Oncology Clinical Trials • Manager - Medical Clinical Trials Unit • Medical Oncology trials staff • Principal Investigators & Co-investigators • Clinical Staff in all relevant patient care areas - including Chemotherapy day unit (CDU), outpatient department (OPD), Ward nurses, diagnostic imaging and associated clinical trials medical staff. • Group Manager Research Operations • Hospital management as required. **External:** • Research participants and their carers • Private consulting suite staff • Private consulting suites of Epworth VMO's. • External Hospitals, Laboratories, Diagnostic imaging centres and Universities • Clinical trial sponsor representatives from pharmaceutical companies and collaborative

	groups. • Third party service providers as needed • Surgical, pathology and other clinical staff at key collection centres

2. Overview of Epworth HealthCare

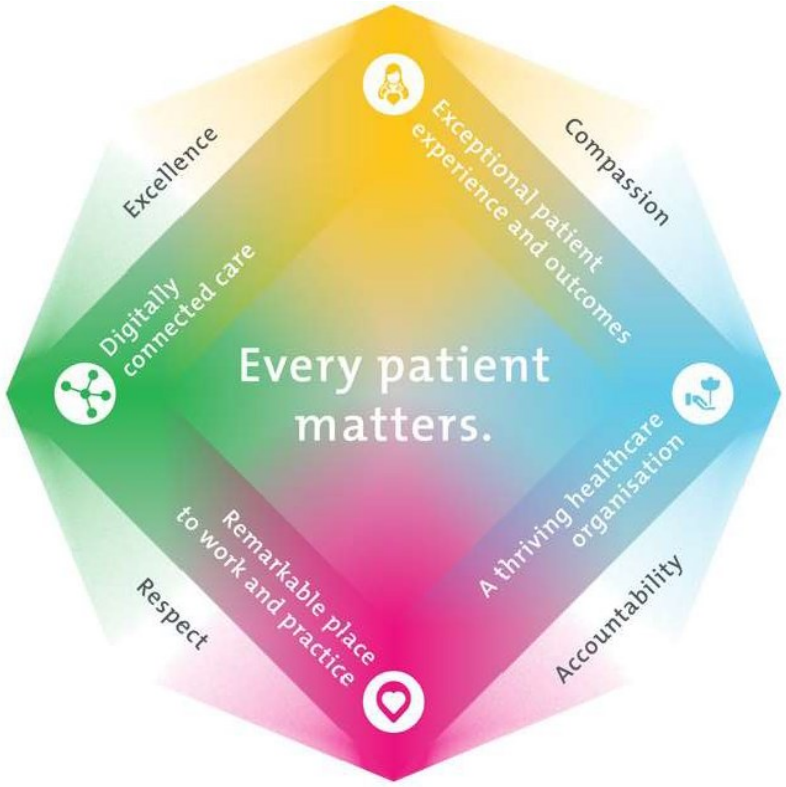
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our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

- To provide overall support for both industry sponsored and investigator-initiated research activities, relating to Medical Oncology
- To provide assistance with laboratory processing including the collection, receipt and store of all biological specimens.
- To support the development of quality standard operating procedures (SOP's), site-specific protocols and processes for the unit
- To support all clinical research data entry requirements
- To assist with general administrative work that pertains to Medical Oncology 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
Leadership and culture	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.
Consumer Partnerships	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
Effective Workforce	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
Clinical Safety and Effectiveness	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.
Risk Management	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
Laboratory Sample Processing	Ability to read a protocol and laboratory manual and ascertain the essential lab processing requirements for the studies Prepare samples appropriately for shipping without error in accordance with IATA regulations Documents the processing of samples effectively for relevant trial teams Work with the teams to ensure batch samples are shipped within timeframes stated in lab manuals
Oversee all processing and lab sample aspects undertaken in the Medical Oncologytrials Unit	Work with the relevant teams to collect a range of biological samples on time this may include fresh biopsies and archival tissue samples Inform Lab manager of low stock items Preparation and destruction of laboratory kits as required Inform Lab manager of low stock items Preparation and destruction of laboratory kits as required
Professional and personal development	Takes an active role in participating in meetings and discussions Undertakes all necessary trial related training
General Clinical trial coordination	Is willing to undertake duties as requested by study coordinators. This includes preparation of ethics and governance applications and documentation, administration (filing), booking of patients, trial related source documentation and other duties as needed Maintenance of electronic and hard-copy Investigator Site Files, facilitate IT access and source documents for remote/on-site monitoring visits, assist in creation of clinical trial templates (source documents), recording and distribution of meeting minutes, assist in booking patient appointments and associated tasks

	General support/admin + development towards study coordination skills
Customer Service Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers. Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees. • 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	• 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
Safety and Wellbeing Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace • Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan	• 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	**Essential** • Bachelor degree in Health or science
Previous Experience	**Essential** • Previous laboratory and clinical research experience **Desirable** • Experience in research activity in medical oncology and/or Haematology
Required Knowledge & Skills	**Essential** • Principles of Good Laboratory Practice (GLP) and Good Clinical Practice (GCP) **Desirable** • Excellent communication and teamwork skills
Personal Attributes & Values All employees are expected to consistently work in accordance with Epworth's values and behaviours • Respect • Excellence • Compassion • Community • Integrity • Accountability	**Essential** • Excellent inter-personal skills **Desirable** •

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
February 2021	October 2024	Director, Medical Oncology Clinical Trials Manager, Clinical Trials Epworth Group Manager Research Operations

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: _____