

Title:	Breast Oncology Fellow
Position Reporting to:	Professor Arlene Chan, Vice Chair Breast Cancer Research Centre-WA
Date last updated:	September 2016
Position Classification	

1. Purpose of Position

- To support the senior medical oncologist in the care of breast cancer patients and the associated research activities undertaken at BCRC-WA

2. Selection Criteria

- Bachelor of Medicine, Bachelor of Surgery or equivalent MD
- Advanced trainee or Specialist status in Medical Oncology
- Previous clinical trials research experience
- Demonstrated interpersonal and leadership skills, including motivating and mentoring teams with an understanding of human resource management.
- Demonstrated high level written and verbal communication skills with well-developed cross-cultural sensitivity and diplomacy.
- Proven ability to organise heavy workloads, including the ability to prioritise and delegate
- Demonstrated problem solving skills with capacity to learn and apply principles of budget management.
- Demonstrated commitment to applying relevant and applicable policies, procedures and legislation in the day-to-day performance of the functions of this position.
- Proficiency with utilising computer software

3. Desirable Selection Criteria

- Recognises fundamental importance of evidence-based medicine
- Prior experience with design and utilisation of database software, ideally Filemaker Pro

4. Accountabilities and Responsibilities

Clinical Practice

- Conduct at least one outpatient clinic to support the clinical service for patients referred to supervisor and for patients already known to BCRC-WA, under supervision of an appropriate consultant
- Support nurse practitioners, clinical research associates and staff of BCRC-WA in the management and care of patients
- Develop and area of clinical interest and clinical research
- Participate in the after-hours on call roster as needed
- Interest or expertise in clinical audit, morbidity and mortality review and the development of quality and safety activities

Research activities

- Undertake breast cancer research
- Highlight translational aspects of research and impact on clinical practice
- Maintenance of skills and knowledge of breast cancer research and implementing as required
- Identification of potential research projects for discussion with supervisor and development of protocols as required
- Contribute to the clinical governance by supporting clinical audit and actively supporting quality and safety activities

Educational / Teaching responsibilities

- Contribute to the education and training of all members of the multidisciplinary team
- Present to BCRC-WA staff as well as hospital and external presentations as required
- Initiate collaborations with aligned research partners

Communication/Team Work/Documentation

- Communicate internally and with external stakeholders
- Establish networking initiatives with internal and external stakeholders, including attendance at meetings and conferences as appropriate
- Promote BCRC-WA to the community and other health institutions
- Promote teamwork
- Fluent in English

Quality/Risk Management

- Support BCRC-WA's commitment to quality improvement
- Identify areas of improvement, discuss with peers and seek avenues to address
- Assist in the documentation and review of relevant policies, procedures for the breast clinical trials unit.

Occupation Health and Safety

- Implement measures to maintain the safety of staff, visitors and self
- Comply with BCRC-WA OHS policy, infection control standards, and policy and procedures
- Ensure a safe working environment and safe systems of work
- Attend mandatory training (i.e. manual handling)
- Assist where required with education/training and supervision to ensure staff are safe from injury and risks to health

Compliance and Legislative Knowledge

- Comply with BCRC-WA policies and procedures and relevant appropriate legislation;
 - Meet Occupational Safety and Health, anti-discrimination, equal opportunity and other legislative requirements in accordance with the parameters of the position.
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5. Working Relationships

Internal

- BCRC-WA Chair and Vice-Chair
- BCRC-WA CEO
- BCTU Unit Managers
- BCTU staff
- Clerical staff of clinic

External

- BCTU Patients and Carers
 - Industry partners
 - Private enterprise
 - Professional bodies and associations
 - Government agencies
 - Employees of HPH
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6. Position Dimensions

Breast Cancer Trials Unit (BCTU)

BCRC-WA is a research group based at the Hollywood Private Hospital. It aims to conduct research into the causes, prevention and treatment of breast cancer and to enhance multidisciplinary care to individuals with breast cancer by providing greater support and improving quality of life.

The BCTU is part of BCRC-WA and undertakes clinical trials for breast cancer patients. Women and men with breast cancer are able to access cutting edge treatment through participation in clinical trials subject to their suitability.

Selection Criteria

Applicants must address each element of the essential and desirable selection criteria, and should provide sufficient information in their application to enable the selection panel to make an informed assessment of their suitability for the role.

Applicants need to consider BCRC-WA's objectives and how they apply to the advertised position.

Work Requirements

This position has been identified as requiring a criminal record check therefore, the occupant will be required to undertake a criminal record check

7. Endorsement

I certify that the information contained in this document is a true and accurate depiction of the requirements of the position.

Name: (Applicant)	
Signed:	
Date:	____/____/____

