

# POSITION DESCRIPTION

## Staff Specialist in Medical Oncology

OUR CORE VALUES	
As the largest employer in the region, we encourage collaboration, openness and respect in the workplace to empower our employees to use their knowledge, skills and experience to meet the principle of Excellence. Every patient. Every time.	
CLASSIFICATION	Staff Specialist
STATE AWARD	Staff Specialists (State) Award
ESSENTIAL REQUIREMENTS	Eligible for registration with the Medical Board of Australia as a Specialist Medical Oncologist.
VACCINATION CATEGORY	Category A

PRIMARY PURPOSE	<p>Working with the existing local Medical Oncologist, this position is aimed at a highly motivated medical oncologist to enhance clinical Medical Oncology services to patients at Manning Hospital. The position provides clinical management and treatment of patients of the Manning Oncology Service within the Scope of practice granted by the Hunter New England Local Health District Medical and Dental Appointments Advisory Committee. The role includes:</p> <ul style="list-style-type: none"><li>• Admitting, consultative, diagnostic, procedural, outpatient and on call speciality services and any other services as determined and required by Manning Hospital from time to time</li><li>• Undergraduate and postgraduate teaching, research and supervision</li><li>• Participation in quality activities, professional development and continuing education</li></ul> <p>You will be part of the Hunter New England Cancer Network and collaborate with medical oncologists based at the Calvary Mater Newcastle Hospital, the designated Oncology Centre for the Hunter New England area providing a tertiary referral service in medical, radiation and surgical oncology, haematology and palliative care. You will also be part of the Medical Oncology Stream, which includes medical oncologists servicing the North West Cancer Centre in Tamworth, Armidale, Moree and Muswellbrook. The Oncology Service also routinely collaborates with the North Coast Cancer Institute in Port Macquarie.</p>
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	A strong interest in palliative care is an important component of this position.
<b>KEY ACCOUNTABILITIES</b>	<p>Provide high quality, evidence based, patient focused clinical services to the patients of the Manning Oncology Service, their families and carers. Ensure a high standard of clinical record documentation is maintained, including the completion of the patient's clinical records (including medication charts/orders) to reflect clinical decisions and changes to the management plan.</p> <p>Ensure appropriate arrangements are made for patients on discharge from hospital to maximise continuity of care and good health outcomes including appropriate communication with medical practitioners external to the organisation and providing detailed discharge summaries as may be required.</p> <p>Participate in multidisciplinary team meetings, and training and education, including nursing, allied health, junior medical staff, medical students, and other members of the multidisciplinary team.</p> <p>Participate and maintain after hours services and rosters, in the form of a 1 in 2 oncology on-call roster.</p> <p>Fulfil responsibilities as mentors for medical students and resident medical staff assigned to the department as required. This includes participation in staff appraisal at regular intervals particularly in relation to registrars &amp; resident medical staff.</p> <p>Supervise the junior medical staff and provide regular teaching and education in accordance with Medical Education and Training guidelines.</p> <p>Provide supervision and support for Fellows and Trainees in post-graduate medical programmes including University programmes and Colleges.</p> <p>Ensure that all services provided are in line with current professional standards of practice and the National Patient Safety and Quality Standards, Work Health &amp; Safety Act and NSW Health Risk management frameworks</p> <p>In collaboration with relevant stakeholders and the Cancer Network participate in research projects relevant to oncology that assist in the development of new or revised clinical pathways and protocols.</p> <p>Participate in research projects, implemented within the Department or in collaboration with research staff external to the Department, which have been approved by the Director and the appropriate regulatory committees.</p> <p>Initiate and participate in appropriate departmental, hospital and Cancer Network quality improvement and risk management projects to guide service delivery and continued improvement.</p> <p>Provide medical leadership and advice in the planning, coordination, operation and evaluation of the delivery of medical oncology services. Assist the Cancer Network to meet KPIs as defined by the Cancer Institute NSW.</p> <p>Advise the Director of Clinical Services, the Medical Oncology Stream leader and Director of Cancer Services on the acquisition and implementation of new techniques and equipment as appropriate.</p> <p>Systematically review clinical performance of self and department e.g. work practice reviews to ensure current standards are maintained and</p>

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	technological changes are incorporated to reflect corporate objectives. Engage and participate in the implementation and utilisation in the tools, tactics and culture of Excellence.
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<b>SELECTION CRITERIA</b>	<ol style="list-style-type: none"><li>1. Senior Medical Officer with current Authority to Practice with AHPRA. Fellowship of the Royal Australasian College of Physicians or equivalent as provided for in the Staff Specialist's State Award. Candidates who are expecting admission to Fellowship in the coming months are also welcome to apply.</li><li>2. Training and experience in medical oncology recognised by the Australian College of Physicians.</li><li>3. Demonstrated ability to provide high quality compassionate medical care as evidenced by recent practice experience in working congenially and collaboratively as both a leader and member of a multidisciplinary team, and as a provider of services that engender high levels of patient satisfaction and experience.</li><li>4. Demonstrated ability to work with teams to support and optimise their capacity to deliver services.</li><li>5. Demonstrated ability to actively seek out improvements to service delivery, initiating change and consulting with those affected by the changes; allocating resources and proactively managing potential conflicts.</li><li>6. Demonstrated commitment to undergraduate and postgraduate teaching and research (including experience in clinical research/ clinical trials).</li></ol>
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<b>KEY CHALLENGES</b>	<p>Major challenges for the occupant of the position include:</p> <ul style="list-style-type: none"><li>• Patient workload</li><li>• Working collaboratively with colleagues from other Oncology Services</li><li>• Organising workload to include participation in service planning and evaluation with HNE Cancer Network and participation in quality improvement activities</li><li>• Matching the teaching and supervision requirements with service provision within the limitations of a busy public mental health service, whilst maintaining a professional role and responsibility for patient care.</li></ul>
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KEY RELATIONSHIPS	WHO	WHY
	Patients/Clients, their families and relevant parties (in accordance with legislation	To provide appropriate, high quality, patient centred care which meets needs and expectations in line with

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	related to confidentiality and privacy)	CORE values.
	Medical officers and other healthcare professionals	Provide clinical leadership, teaching and patient management; collaborate regarding patient care to enable delivery of best practice and care.
	Medical administration.	Liaise over administrative, contractual, remuneration and other matters to assist with the provision of efficient and effective clinical services.

### OTHER REQUIREMENTS

The role and responsibilities are to be carried out in a manner that is consistent with delegations, policies, procedures and operations systems of HealthShare NSW, and in line with the NSW Health Code of Conduct. The following specific requirements should be noted:

#### Qualifications

Relevant qualification

#### Vaccination

Category A

#### Workplace Culture

Model the NSW Health CORE values and the HealthShare NSW values and ensure all workplace conduct is consistent with the behaviours associated with those values and the NSW Health Code of Conduct.

#### Finance and Assets

Manage allocated finance and resources efficiently and effectively in accordance with the HealthShare NSW Delegations Manual (and supporting corporate policies and documentation). This may include, but not be limited to, management of an allocated budget, assets and stores, corporate records, intellectual property and personnel records.

#### Risk Management

Undertake business unit risk planning and risk assessments, ensuring competence in risk management and assessment. Understand and abide by the organisation's risk policies, developing an understanding of the operational and risk management context, managing risk accordingly.

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	<p><b>Work Health and Safety</b></p> <p>Workers have a positive duty to demonstrate commitment to safety. This includes taking reasonable care for your own safety and others, participating with consultation arrangements and complying with work health and safety legislation, policies, procedures and safety instructions.</p> <p><b>Workplace Diversity</b></p> <p>Comply with and participate in the organisations workplace diversity policies and procedures.</p> <p><b>Training</b></p> <p>Comply with and participate in the organisation's training programs and policies, including participation in mandatory training.</p> <p><b>Performance Review</b></p> <p>A performance assessment will be conducted within three (3) months following commencement of employment. At least every twelve (12) months, a performance review will be undertaken.</p>
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