POSITION DESCRIPTION

DATE REVISED: June 2020
POSITION: Clinical Haematologist
AWARD/AGREEMENT: AMA Victoria - Victorian Public Health Sector – Medical Specialists Enterprise Agreement 2018-21
CLINICAL PROGRAM: Alfred Cancer Program
DEPARTMENT/UNIT: Clinical Haematology
DIVISION: Operations
ACCOUNTABLE TO: Director, Clinical Haematology
TIME ALLOCATION (HRS/WK): Full Time Medical Specialist

ALFRED HEALTH

Alfred Health is the main provider of health services to people in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The Health Service operates three outstanding facilities: The Alfred, Caulfield and Sandringham.

Further information about Alfred Health is available at www.alfred.org.au.

OUR BELIEFS

Our staff are expected to demonstrate and uphold Alfred Health beliefs, which are:

- Patients are the reason we are here – they are the focus of what we do.
- How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental.
- Excellence is the measure we work to everyday. Through research and education we set new standards for tomorrow.
- We work together. We all play vital roles in a team that achieves extraordinary results.
- We share ideas and demonstrate behaviours that inspire others to follow.

POSITION SUMMARY:

- To support the Stem Cell Transplantation Program at Alfred Health.
- To assist in the establishment and management of a Cell therapy unit, in conjunction with the Stem Cell Transplantation Program at Alfred Health, under the direction of the Malignant Haematology & Stem Cell Transplantation Head of Service.
- To establish collaborations with academic and industry, national and international, third parties aimed at the development of on-site manufacturing of cellular therapies with relevance to the treatment of oncological, infectious disease and solid organ transplantation related disorders.
• To develop or pursue investigation in areas within stem cell transplantation such as transplantation biology, clinical outcomes research, translational research, cancer immunotherapy.
• To participate in wider malignant haematology inpatient and consultative services within Alfred Health and the referral region.
• To participate in administrative roles as suggested by the Director of Clinical Haematology and Head of Malignant Haematology & stem Cell Transplantation.
• To empower fellows and junior staff to excel in the area of stem cell transplantation and malignant haematology
• To provide supervision to junior medical and other relevant staff within the Unit/ Department.
• To support Alfred Health’s teaching, research and clinical governance programs.
• To support the strategic priorities and values of Alfred Health.

Qualifications and Experience:
• Appointees must be legally qualified practitioners, registered or registrable with AHPRA without conditions, undertakings or reprimands.
• Fellowships of the Royal Australasian College of Physicians and Royal College of Pathologists of Australasia
• A higher research degree (e.g. PhD) in immunotherapy or a related field.
• Clinical experience with CAR-T and other immunotherapies desirable.
• Appointees must have a proven track record in securing peer-reviewed funding, publications and research supervision
• Demonstrable relevant knowledge and experience in Clinical Haematology.
• Meets Alfred Health requirements for credentialing and scope of practice in Clinical Haematology.
• Experience in teaching and an involvement in research are desirable.

Key Responsibilities:

Clinical Practice
• Develop and implement protocols for the appropriate administration of cell therapies at Alfred Health.
• Attend Clinics, ward rounds, ward service and diagnostic services. Participate in on call and other clinical activities
• Ensure that timely, efficient and high quality care is provided to patients.
• Maintain contemporary best practice, personal technical expertise, medical knowledge & clinical skills.
• Assume responsibility for clinical care of allocated patients and participate in setting the standards for high quality clinical practice within the Department/Unit.
• Assist in developing protocols where appropriate.
• Maintain accurate patient records.
• Use resources in a responsible manner having regard to patient priority and need.
• Ensure that there is prompt communication with other relevant clinicians and health care providers
• Other clinical duties as directed by the Unit Head.

Clinical Governance, Quality, Safety, Risk and Improvement
• Participate in monitoring and quality improvement activities including the Clinical Haematology Unit/ Department clinical review/ audit program.
• Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
• Follow organisational safety, quality & risk policies and guidelines
• Comply with the Alfred Health principles of Timely Quality Care (TQC)
• Maintain a safe working environment for self, colleagues and members of the public and comply with Alfred Health’s Unacceptable Behaviour In The Workplace policy.
• Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
• Promote and participate in the evaluation and continuous improvement processes.
• Comply with principles of Patient Centred Care.
• Comply with Alfred Health mandatory training and continuing professional development requirements.
• Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
• Adhere to Alfred Health infection control policies and procedures including Hand Hygiene and peripheral line guidelines.
• Participate in College, National Standards and other accreditation programs as required.
• Adhere to scope of practice requirements.
• Participate in the resolution of incidents and complaints.
• Comply with Alfred Health medication management and medication safety policies.
• Participate in performance review processes for Clinical Haematology Department/Unit

Education & Research
• Engage with external agencies (pharmaceutical companies, academic centres locally and internationally) to establish Alfred Health as a satellite site for CAR T and other cell therapy clinical trials.
• Establish collaborations within the Australian Centre for Blood Diseases to develop new cellular and non-cellular immunotherapies.
• Support of education and training programs at both undergraduate and postgraduate.
• Provide registrars and others working in Department/Unit with appropriate supervision, training and instruction in accordance with Alfred Health policies.
• Comply with Alfred Health mandatory continuing professional development requirements.
• Research activities will be undertaken commensurate with the role.

Professional Behaviour & Communication
• Maintain strong and effective communication with other staff.
• Support the Director/Head of Unit Clinical Haematology in the daily work of the department.
• Resolve issues constructively and improve areas of poor communication.
• Role model Alfred Health values and question behaviours which are not consistent with these values.
• Maintain stable performance and a calm attitude under pressure.
• Attend relevant meetings of Clinical Haematology Department/Unit.
• Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
• Maintain a safe working environment for yourself, your colleagues and members of the public.
• Comply with relevant privacy legislation.
• Maintain confidential information and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
• The appointee's performance will be reviewed regularly by the Director/ Head of Unit or delegate.
• In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.

Performance Indicators:

• Participation in annual performance review to be undertaken by the Director/Head of Unit Clinical Haematology or delegate

• Meet the Alfred Health requirements for credentialing and scope of practice in Clinical Haematology

• Provide documentation as requested by Alfred Health to facilitate review of credentials and scope of practice in accordance with Alfred Health, Department of Health policy and ACSQHC guidelines1.

• Provide advice to the Director/Head of Unit Clinical Haematology regarding participation in quality improvement activities.

• Attend Department/Unit/Program meetings, including morbidity & mortality meetings, as appropriate to fulfil one’s clinical and professional duties within the Hospital.

• Follow administrative requirements as detailed in the individual employment contract including submission of time sheets and leave requests and ensuring leave entitlements are discharged within the various time frames required.

• Attend theatre/procedure/clinic and other sessions as rostered so as to ensure that operations/procedures/meetings are commenced on time.

• Ensure that there is timely consultation on patients referred to the Unit, and scheduled in clinics.

1 ACSQHC, Credentialing health practitioners and defining their scope of clinical practice: A guide for managers and practitioners, December 2015