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| |  |  |  |  | | --- | --- | --- | --- | | **Step 1 of 4 - Position Details** | | | | | |  | | --- | |  | |  |  | | **Position Title:** | Head and Neck Medical Oncology Fellow | |  |  | | **Network:** | St Vincents Health Network | |  |  | | **Division:** | Medicine | | **Location - Geographical:** | The Kinghorn Cancer Centre | | **Reports To:** | Director of Research, Department of Oncology, The Kinghorn Cancer Centre | | **ANZSCO Code:** | 253111 | | **Position Start Date:** | 1/7/17 | | **Position End Date:** | 1/7/19 | | **Specialty:** | Medical Oncology | | **Sub-Specialty:** | None | | **Additional Training Focus:** |  | | **Other Specialty:** |  | | **Unit:** | Medical Oncology | | **Award Name:** | N/A | | **Award Classification:** | Resident Medical Officer | | **Award Classification 2:** | Registrar | | **FTE Available:** | 1 | | **Full Time/Part Time:** | Full Time | | **Hours Per Week:** | 38 | | **Rotation/Networks:** St Vincents Health Network | | |  | | | **Sending Offers:** |  | | **Number of Selection Panels:** | 1 | |  | | |  |  |  | |  |
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| |  |  |  |  | | --- | --- | --- | --- | | **Step 2 of 4 - Position Description & Selection Criteria** | | | | | |  | | --- | |  | | Main Purpose of Position (Position Summary): | | | The Head and Neck Medical Oncology Fellow will have completed the Royal Australasian College of Physicians (RACP) training program or Royal College of Physicians (MRCP) program. They will be located within The Kinghorn Cancer Centre, St Vincents Hospital and Garvan Institue as needed. The Fellow will be assigned to the Medical Oncology Department for the specified term of 2 years (with a renewal at 1 year) and will undertake specific tasks and responsibilities both clinically as well as in research in Head and Neck Carcinoma with specific emphasis on immunotherapeutics. The Fellow will work as part of a multidisciplinary team and supervise junior medical officers (JMOs), research and medical students. It is also expected that the Fellow participates in the clinical meetings and teaching and be subject to training and performance reviews. There will be the opportunity to undertake a higher degree in combination with this work eg PhD, MD  Routine clinical service responsibilities will be appropriate to the position and project, and will include intermittent clinical duty coverage (outpatient and/or inpatient) of other fellows or registrars absent due to leave or sickness.  The position will allow protected time for clinical and/or translational research/audit that will focus on cancer-related projects agreed with the Department Head, the Director of Research, under the day-to-day supervision of either the Director or another SVH/TKCC staff nominated by the Director. There will be an expectation of working towards specific KPIs such as publications, diplomas, degrees, intellectual property, and/or research data to support future grant applications. | | |  | | | Position Requirements: | | | |  |  |  | | --- | --- | --- | | **Key Function Areas** | **Key Performance Indicators** | **Performance Measures** | | 1. Patient Care | Delivery of high quality cancer patient care | * Complete clinical roles to the expectations of RACP Advanced Training in Medical Oncology OR clinical and research roles relevant to goals of fellowship | | 1. Communication | Maintains effective communication  Maintains confidentiality in matters related to patients . | * Participates in unit meetings to review the status and progress of patients and research studies. * Maintains confidentiality of matters relating to patients and research. | | 1. Professional Issues | Participates in Quality Improvement activities.  Maintains a professional standard of conduct which reflects the mission and values of the Sisters of Charity. | * Identifies improvement opportunities to enhance quality of patient care and research. * Participates in unit accreditation and development * Ensures that all conduct reflects the mission and values of the Mary Aikenhead Ministries. * Ensure the safe and ethical conduct and implementation of the clinical studies and trials as per HREC/SSA requirements, Hospital Operating Procedures and research protocols in collaboration with the lead investigators on each study/trial. | | 1. Research | Facilitates all aspects of the conduct of clinical research  Ensures research productivity and KPIs. | * Perform all duties to undertake research as directed. * Understands and complies with all SVMH Hospital, Standard Operating Procedures. * Ensures compliance at all times with all regulatory, state, national, and internationally accepted guidelines for Good Clinical Practice in research (ICH-GCP). * Ensures milestones and project work are met within agreed times and budgetary framework. * Maintains collegial and collaborative interactions with all SVH/TKCC staff | | 1. Education & Professional Development. | Maintains effective professional development program  Contributes to Department teaching and training | * Adheres to milestones and documentation required by RACP * Provides teaching/training support for students, JMOs and other parties as specified by Director, Research * Attends/participates in conferences and seminars * Attends Occupational Health and Safety and Fire and Safety programs annually. * Participates in performance review as required. |   1)Attend and participate in outpatient clinics 2)Care for oncology inpatients including emergency admissions and consults on an as needed basis 3)Be on-call if stipulated by department 4)Perform weekend ward rounds if stipulated by department 5)Participate in multidisciplinary meetings and other clinical meetings 6)Participate in training courses 7)Be involved in departmental quality assurance activities 8)Supervise JMOs, research and medical students 9)Carry out research as advised by a consultant 10)Attend performance appraisals 11)Take part in Hospital on-call and after hours responsibilities as stipulated  12)Perform other duties required relevant to and consistent with the classification.  1.Qualifications MBBS or equivalent, currently registered or eligible for registration with the Medical Board of Australia   2.Clinical Basic clinical experience as a medical officer. The Trainee is expected to pursue excellence in patient care and has overriding responsibility to serve the health care needs of the community served by the Department of Medical Oncology, predominantly focused on head and neck outpatient care and Research.  3. Research and Teaching Interest and/or experience in research studies and teaching with specific interests in purusing head and neck research in the translational sphere.   4. Orientation Willingness to attend mandatory orientation programs,  5.Supervision Ability to work under supervision and understanding the limitations.  6.Other responsibilities You may be required to participate in the after-hours roster. | | |  | | | Local Background & Environment: | | | St Vincent’s Health Network Sydney (SVHN) forms part of the NSW region of St Vincent’s Health Australia which is the largest diversified health care organisation within Australia’s not for profit and Catholic health care sectors. SVHN comprises some of Australia’s oldest and most prestigious hospitals; these include St Vincent’s Hospital, Sacred Heart Hospice and St Joseph’s Hospital.  St. Vincent’s Hospital is a major public teaching hospital and a principal tertiary referral hospital. Centrally located in Darlinghurst, it sits on the edge of Sydney’s business district. St. Vincent’s follows the philosophy of the Sisters of Charity in its service to all regardless of race, nationality or creed. The Hospital has a long-standing reputation for treating the highest acuity and complex patient loads, attracting referrals on a state-wide and national basis. The Hospital is a teaching hospital of the UNSW, University of Notre Dame and has academic associations with the Australian Catholic University, Sydney University and the University of Technology, Sydney. | | |  | | | Key Internal and External Relationships: | | | You will be required to communicate with the following stakeholders in this role: •Patients and relatives •Clinicians •Administrators •Relevant committees | | |  | | | Supervision Arrangements: | | | During your shift you will be supervised by an appropriate supervisor in line with training requirements. | | |  | | | Challenges/Problem Solving: | | | Major challenges for the Doctor include: •Balancing clinical and research workloads in head and neck cancer •Maintaining a professional role and responsibility for patient care, in close liaison with supervising consultants •Working collaboratively with other staff in a multidisciplinary team •Maximising the efficient utilisation of the physical resources of the Health Service •Being flexible with the work required in a range of Health Services and locations •Responsibility for supervision and teaching of more junior medical staff (i.e. junior medical officers and Basic Trainees) attached to the medical team as well as Research and Medical Students. | | |  | | | Decision Making: | | | •Close and effective liaison with consultants will allow you to demonstrate you level of ability and understanding of patient care and enable you to expand your areas of responsibility •All patients managed within the hospitals of the health service are under the direct care of a specialist medical practitioner. All decisions regarding their care are to be clearly communicated with the specialist responsible for that care. | | |  | | | Communication: | | | The doctor is a key person who works closely with all members of staff and must:  •Work as part of, and contribute to a multidisciplinary team, including medical, nursing and allied health •Deal with matters of an urgent or sensitive nature •have the ability to exercise discretion, sensitivity and maintain confidentiality •Work co-operatively within a team environment and actively contribute to team activities including pro-actively participating in team meetings and decision making processes. | | |  | | | Performance Monitoring: | | | You will be required to participate in ongoing performance review processes in line with College training and hospital performance review requirements | | |  | | | **College:** | Royal Australasian College of Physicians | | **Other College:** |  | |  | | | **Organisation Chart:** |  | |  | | | **Selection Criteria:** | | |  |  | | MBBS or equivalent, currently registered or eligible for registration with the Medical Board of Australia. | | |  | | | **Type: Essential Criteria** |  | |  |  | | Be focussed on a clinical or research goal or agenda that is achievable within the term of a 2 year fellowship | | | **Ranking:** If applicant answers Yes award 0 points or No award 0 points. | | |  | | | **Type: Essential Criteria** |  | |  |  | | Demonstrated ability to work independently within a supervised complex clinical environment utilising excellent clinical skills, judgment and expertise | | | **Ranking:** If applicant answers Yes award 0 points or No award 0 points. | | |  | | | **Type: Essential Criteria** |  | |  |  | | Demonstrated organisational skills, good time management skills and capacity for self-directed learning | | | **Ranking:** If applicant answers Yes award 0 points or No award 0 points. | | |  | | | **Type: Essential Criteria** |  | |  |  | | Demonstrated excellent interpersonal and communication skills | | | **Ranking:** If applicant answers Yes award 0 points or No award 0 points. | | |  | | | **Type: Essential Criteria** |  | |  |  | | Demonstrated capacity to work within a multi-disciplinary team | | | **Ranking:** If applicant answers Yes award 0 points or No award 0 points. | | |  | | | **Type: Essential Criteria** |  | |  |  | | Commitment to core values of hospital based medical practice: patient care, teaching, research and quality improvement | | | **Ranking:** If applicant answers Yes award 0 points or No award 0 points. | | |  | | | **Type: Essential Criteria** |  | |  |  | |  | | | A research track record and Higher Degree qualification ie PhD **Ranking:** If applicant answers Yes award 0 points or No award 0 points. | | |  | | |  |  | |  |  |  | | |
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| |  |  |  |  | | --- | --- | --- | --- | | **Step 3 of 4 - Important Dates & Contact Details** | | | | | |  |  | | --- | --- | | Important Dates: | | |  |  | | **Contact Person:** | Dr Anthony Joshua | | **Phone Number:** | +61293555652 | | **E-mail Address:** | Anthony.joshua@svha.org.au | |  |  | |  |  |  | | |
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| |  |  |  |  | | --- | --- | --- | --- | | **Step 4 of 4 - Job Demand Checklist** | | | | | |  | | --- | |  | | Job Demands Checklist: | | | **FREQUENCY DEFINITIONS**   **Occasional** - Activity exists up to 1/3 of the time when performing the task  **Frequent** - Activity exists between 1/3 and 2/3 of the time when performing the task  **Constant** - Activity exists more than 2/3 of the time when performing the task  **Repetitive** - Activity involves repetitive movements | | |  |  | | |  |  |  | | --- | --- | --- | | **Demands** | **Description** | **Frequency** | | **PHYSICAL DEMANDS - DESCRIPTION (comment)** | | | | Sitting | remaining in a seated position to perform tasks. | Frequent | | Standing | remaining standing without moving about to perform tasks. | Frequent | | Walking | Floor type: even / uneven / slippery, indoors / outdoors, slopes. | Frequent | | Running | Floor type: even / uneven / slippery, indoors / outdoors, slopes. | Infrequent | | Bend/Lean Forward from Waist | Forward bending from the waist to perform tasks. | Frequent | | Trunk Twisting | Turning from the waist while sitting or standing to perform tasks. | Frequent | | Kneeling | remaining in a kneeling posture to perform tasks. | Infrequent | | Squatting / Crouching | Adopting a squatting or crouching posture to perform tasks. | Infrequent | | Leg/Foot Movement | Tasks involve use of the leg and or foot to operate machinery | Occasional | | Climbing (stairs/ladders) | Ascend / descend stairs, ladders, steps. | Frequent | | Lifting / Carrying | Light lifting & carrying - 0 - 9 kg. | Frequent | | Lifting / Carrying | Moderate lifting & carrying - 10 - 15 kg. | Infrequent | | Lifting / Carrying | Heavy lifting & carrying - 16kg & above. | Infrequent | | Reaching | Arms fully extended forward or raised above shoulder. | Infrequent | | Pushing / Pulling / Restraining | Using force to hold / restrain or move objects toward or away from the body. | Occasional | | Head / Neck Postures | Holding head in a position other than neutral (facing forward). | Occasional | | Hand/Arm Movement | Repetitive movements of hands and arms. | Occasional | | Grasping / Fine Manipulation | Gripping, holding, clasping with fingers or hands. | Frequent | | Work At Heights | Using ladders, footstools, scaffolding, or other objects to perform work. | N/A | | Driving | Tasks involve operating any motor powered vehicle. | Occasional | | **SENSORY DEMANDS - DESCRIPTION (comment)** | | | | Sight | Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens. | Frequent | | Hearing | Use of hearing is an integral part of work performance e.g. Telephone enquiries. | Frequent | | Smell | Use of smell is an integral part of work performance e.g. Working with chemicals. | Occasional | | Taste | Use of taste is an integral part of work performance e.g. Food preparation. | N/A | | Touch | Use of touch is an integral part of work performance. | Constant | | **PSYCHOSOCIAL DEMANDS - DESCRIPTION (comment)** | | | | Distressed People | e.g. Emergency or grief situations. | Frequent | | Aggressive & Uncooperative People | e.g. drug / alcohol, dementia, mental illness. | Frequent | | Unpredictable People | e.g. Dementia, mental illness, head injuries. | Infrequent | | Restraining | involvement in physical containment of patients / clients. | Occasional | | Exposure to Distressing Situations | e.g. Child abuse, viewing dead / mutilated bodies. | Frequent | | **ENVIRONMENTAL DEMANDS - DESCRIPTION (comment)** | | | | Dust | Exposure to atmospheric dust. | N/A | | Gases | Working with explosive or flammable gases requiring precautionary measures. | Frequent | | Fumes | Exposure to noxious or toxic fumes. | Infrequent | | Liquids | Tasks involve working with liquids which may cause skin irritations if contact is made with skin - eg dermatitis. | Infrequent | | Hazardous Substances | e.g. Dry chemicals, glues. | N/A | | Noise | Environmental / background noise necessitates people raise their voice to be heard. | Infrequent | | Inadequate Lighting | Risk of trips, falls or eyestrain. | Infrequent | | Sunlight | Risk of sunburn exists from spending more than 10 minutes per day in sunlight. | N/A | | Extreme Temperatures | Environmental temperatures are less than 15?C or more than 35?C. | Infrequent | | Confined Spaces | areas where only one egress (escape route) exists. | N/A | | Slippery or Uneven Surfaces | Tasks involve working on slippery or uneven surfaces. | N/A | | Inadequate Housekeeping | Obstructions to walkways and work areas cause trips and falls. | Occasional | | Working At Heights | Ladders / stepladders / scaffolding are required to perform tasks. | N/A | | Biological Hazards | e.g. exposure to body fluids, bacteria, infectious diseases. | Frequent | | Significant physical/other demands required to perform this job. | | | | | | **PRIMARY SUPERVISOR**  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_   **POSITION HOLDER**  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ | | | |  |  |  | |  |  |  | | |
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