

# Position Description

<b>Position Title:</b>	Medical Oncology / Radiation Oncology Hospital Medical Officer (PGY3 or above)
<b>Reports to:</b>	Clinical Director Oncology
<b>Department:</b>	Medical Oncology
<b>Directorate:</b>	Clinical Operations
<b>Cost centre:</b>	Various
<b>Code &amp; classification:</b>	A6103
<b>Employment conditions:</b>	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026 and its successors; and GV Health Policies and Procedures (and as varied from time to time)

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**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

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## POSITION SUMMARY

The Medical Oncology / Radiation Oncology PGY3 will have shared responsibility for the care of patients with a wide array of cancers and will also support haematology and palliative care patients. This will include inpatient and outpatient care of patients at Goulburn Valley Health/Genesis Care. The Medical Oncology / Radiation Oncology PGY3 directly responsible to the attending for day-to-day patient management, and reporting to relevant Medical/Radiation Oncology consultant. They will provide the day-to-day clinical management of patients under the care and direction of the Medical/Radiation Oncologist to ensure a high quality of patient care.

They will undertake administrative duties for the Department under the direction of the Consultant Staff to ensure that the Department is run efficiently.

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to the following:**

### Inpatients:

- Day to day reviews and management of oncology and malignant haematology patients under the care of medical and radiation oncologists
- Ward rounds – this will include daily ward rounds.
- Liaising while supporting junior medical staff, with other specialties, allied health and supportive health services

e.g. Community Palliative Care, radiation therapy, day to day management of inpatients

- Excellent communication with patients, their families and relevant health care staff.
- Appropriate documentation of reviews and management plans in patient records
- Evaluation of referrals from other inpatient units and discussion consultant on call
- Attend the Patient Flow Handover Meetings when on – call (including weekends). If there is a medical emergency, the Registrar should nominate someone from his team to attend.
- Ensure that the discharge summaries are completed on time and as accurately as possible. All discharges meant for the following day should be completed the previous day by 3 pm unless the patient's clinical condition has changed. They do not necessarily have to do it themselves, but need to provide oversight.
- Ensure that documentation at Case Conferences and family meetings are accurate and representative.
- Ensure effective hand-over is done at the end of each shift in the template provided by GV Health. This is in line with the National Handover Template
- Affirm discharge planning with families, social work, nursing and allied health and keep to discharge dates.

#### **Outpatients:**

- Review of patients in outpatient clinics and Day Oncology Unit of Goulburn Valley Health & Genesis Care
- Review and management of any issues arising in Medical/Radiation Oncology patients under the supervision of respective consultants.
- Assess patients attending Symptom Urgent Review Clinic (SURC) and discussion with relevant consultant for appropriate management
- Excellent communication with patients, nursing staff, pharmacists, and other health professionals as required.
- Appropriate documentation of reviews, management plan and outpatient letter

#### **On call:**

- Participating in the junior medical staff weekend roster for oncology

#### **Education:**

- Participation in the Weekly Journal Club Roster and Grand Rounds
- Attendance to the Multidisciplinary meetings (MDM)/ Weekly Ward Handover Unit meeting/Mortality and Morbidity meeting
- Participate in regular in – service teaching on the ward and run the Departmental Teaching program.
- Participate in the GV Health CPD programme
- Supervision and education of interns and Melbourne University medical students.
- Strongly encourage case review submitted for publication and engaging in a research project during term.

**The Registrar is expected to:**

- a) use logical / lateral thinking to solve problems and make decisions
- b) provide leadership and effectively manage others
- c) successfully manage conflict or difficult situations.
- d) participate effectively and appropriately in an inter-professional health care team
- e) ability to provide leadership and effectively manage others

**Generic Responsibilities and Accountabilities:**

- Comply with all relevant legislative requirements, organisational policies, by-laws, standing orders, vision or mission statements and values including, but not restricted to:
  - Infection Control policies
  - Confidentiality policy and privacy legislation
  - Occupational Health and Safety policies and regulations
  - Guidelines of the State Services Authority including the public sector
  - Employment principles and Code of Conduct
  - Fire, disaster and other emergency procedures
  - Smoke Free Campus policy
  - Risk Management policies and guidelines
  - Consumer Participation Strategy
- Attend orientation/induction or other mandatory training and relevant Health Safety updates in areas such as;
  - Fire, Emergency Responses and Manual Handling
- Respect the rights of individuals.
- Provide a child safe environment.
- Maintain a current Immunisation status in alignment with South West Healthcare's Immunisation policy.
- Maintain a current and clear Criminal History Check (Police Check), Working with Children Check and NDIS Worker Screening Check where applicable.
- Promote the organisation in a positive manner.
- Participate as a cohesive member of the South West Healthcare team.
- Participate in Continuous Quality Improvement within the organisation.
- Accept responsibility for your own personal belongings.
- Respect and appropriately care for the organisation's property and equipment, and
- Participate in an annual Staff Development Review.

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**KEY SELECTION CRITERIA****Formal Qualification(s) and Required Registration(s):****Essential:**

- Commitment to the GV Health Values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour.

- Current registration with the Australian Health Practitioner Regulation Agency as a Medical Practitioner or eligible for AHPRA registration
  - Highly effective communication and interpersonal skills, including the ability to relate positively with and appropriately with patients and others
  - High level of motivation
  - Ability to work collaboratively in a team environment
  - Professional collegiality towards peers and the wider health care team
  - Satisfactory National Criminal History Check prior to commencement of employment
  - Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment
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## **KEY PERFORMANCE INDICATORS**

**Your performance will be measured through your successful achievement of:**

- Demonstrating of GV Health CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
  - Registration is maintained and working within scope of practice.
  - Attendance and active participation at meetings as required.
  - 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework.
  - Active participation in the Performance and Development review process.
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## **ALL GV HEALTH STAFF ARE REQUIRED TO**

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;

- Comply with immunisation requirements as per the Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.

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### **ACCEPTANCE:**

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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<b>Clinical Operations</b>	<b>Medical Oncology / Radiation Oncology Hospital Medical Officer</b>
<b>Reviewed by:</b>	Clinical Director Oncology
<b>Issue Date:</b>	July 2025

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## ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

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## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

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## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

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## OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

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## FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)