

Position Description

Position Title:	Specialist Clinical Haematologist
Reports to:	Clinical Director Oncology
Department:	Oncology/Cancer Services
Directorate:	Clinical Operations
Cost centre:	A6104
Code & classification:	Specialist Year 1 – 9
Employment conditions:	AMA Victoria – Victorian Public Health Sector - Medical Specialists Enterprise Agreement 2022-2026 and GV Health Policies and Procedures (and as varied from time to time)

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).

POSITION SUMMARY

The position will be working onsite with our friendly team at GV Health, offering haematology services for both inpatients and ambulatory care patients, including onsite clinics with access to acute medical ward and ICU support. The GV Health haematology service has access to tumour stream MDM in partnership with a metropolitan service and have the opportunity to expand our local clinical trials unit.

The Specialist Haematologist will be required to provide haematology services to both inpatients and ambulatory care patients of GV Health. Responsibilities will include some on call duties, ambulatory care responsibilities include services provided at the outpatient clinics and Day Treatment Unit in the Cancer Centre building. The Specialist Haematologist is required to work as part of a multi-disciplinary team, to take an active part in teaching at undergraduate and post graduate levels as well as ongoing research activities.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to:

Clinical

To provide Haematology services at GV Health

These services are to include:

- Provide medical care for new and existing haematology inpatients including consulting, ward rounds and on call where required in GV Health;
- Provide haematology care to GV Health outpatients in a clinic and ambulatory care setting;
- Provide haematology procedures such as bone marrow aspirates in the inpatient and outpatient setting when required.

- Ensure that appropriate documentation is maintained including prescribing chemotherapy software and review of investigation results ordered for both in- and outpatients.
- Conduct of clinical trials and related research responsibilities
- Supervise and support junior hospital doctors and registrars in assessment and documentation of admissions and discharges of haematology patients as needed.
- Take direct responsibility for initiation of treatment and ongoing supervision of critically ill medical haematology patients, where necessary, in association with the Intensive Care team.
- Ensure that medication charts and chemotherapy prescribing software (EPISOFT) are completed in accordance with GV Health policies.
- Work with other medical, nursing and allied health staff to ensure support for efficient admission and discharge processes in a timely manner.
- Provide consultative support to the Emergency Department as required.
- Provide consultative support by telephone to surrounding rural / district hospitals when required.
- Participate and / present at Multi-disciplinary Team Meetings, Grand Rounds, Journal Clubs, Clinical Audit meetings and educational activities within the Department.
- Participate in the education of medical staff, nursing staff and medical and allied health students.
- Communicate effectively with general practitioners or other referring doctors, other health providers or community nurses regarding patient progress and care requirements.
- Provide regular formal and informal feedback on the performance of junior medical staff and registrars.
- Participate in the Quality Assurance and Risk Management programs in place at GV Health through appropriate committees and the RISKMAN program.
- Maintain participation in the CME activities as required by the RACP.
- Maintain a current registration with the Medical Board of Australia (AHPRA).
- Participate in the activities of the Hume Regional Integrated Cancer Services.
- Conform to the Bylaws, Policies and Clinical Practice Guidelines of GV Health and contribute to development and review where appropriate.
- Conform to the Medical Board of Australia's Code of Conduct at all times.

Professional Practice & Accountability

- Practice in accordance with the APHRA Competency Standards for specialist in Clinical Haematology
- Accept accountability and responsibility for own actions within scope of practice
- Demonstrate commitment to person-centred care and best practice standards
- Demonstrate and maintain advanced competency standards for clinical skills and responsibilities
- Establish and maintain effective communication with all other health professionals and support staff, consumers, families, the community and external care providers
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
- Collaborate with members of the health care team to achieve effective health care outcomes
- Actively reflect on own professional performance and competence, seek feedback, and participate in ongoing professional development of self and others
- Remains answerable and accountable for professional ethics and an accepted code of conduct to the Clinical Director and the Divisional Clinical Director and the Chief Medical Officer
- Establishes and maintains good collegial relationships amongst peers
- Accepts appropriate direction as per the organization's reporting lines and as per signed compact and contract

Financial Management

- Ensure there is financial responsibility and accountability across the function under the position's control and develop and implement financial strategies that will ensure budgetary targets and key performance indicators are met;
- Participate in cost saving strategies as directed;
- Identify opportunities to reduce costs and effectively manage resources across all functions.

Quality and Safety

- Demonstrate commitment to participating in continuous quality improvement initiatives as directed by the Clinical Director / Divisional Clinical Director / Chief Medical Officer;
- Demonstrate an understanding of and practice open disclosure and appropriate clinical risk and error management strategies in daily practice
- Ensure that mandatory education as determined by GV Health is undertaken including but not limited to Medication Safety, Infection Control, Hand Hygiene, Advanced Life Support, Clinical and Adverse Event Risk Management and Occupational Health and Safety
- Ensure participation in all activities that lead to NSQHS accreditation for GV Health
- Ensure participation in root cause analyses, clinical case in depth reviews and expert opinions as and when requested by Divisional Clinical Director / Chief Medical Officer
- Adhere to all Victorian Clinical Governance Framework Guidelines for best and safe clinical practice at all times.

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

Essential:

- FRACP or equivalent by examination in Clinical Haematology
- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a specialist Clinical Haematologist
- Excellent clinical skills
- Trained in Good Clinical Practice and other aspects of clinical trial conduct
- Effective communication skills and the ability to engage successfully with patients, relatives and colleagues
- Evidence of contribution to teaching, education and clinical research activities

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;

- Maintain skills and knowledge necessary to safely and skilfully undertake clinical work;
- Participate in clinical risk management and continuous quality improvement activities as part of day-to-day work;
- Registration is maintained and working within scope of practice.

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AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, 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;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health 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;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- 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 the 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;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of 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 Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

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 The 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.

Clinical Operations	Specialist Clinical Haematologist
Reviewed by:	Clinical Director Oncology
Issue Date:	December 2024

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.

OUR PURPOSE

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

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](#)

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](#)

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](#)