

Management Relationship:

Accountable to: Calvary Mater Newcastle and the Australia & New Zealand Breast Cancer Trials Group
Responsible to: For clinical Duties the Assistant Director of Clinical Services (Medical) through the Director of Surgical Oncology .
 For Research Duties the Director of Research, Australia & New Zealand Breast Cancer Trials Group (ANZBCTG);
Liaison with: Chief Operating Officer, Head of Trials Management, Scientific Advisory Committee (SAC) Chair and the Group Statistician as well as Oncology Departments at CMN.

Key Function Areas	Key Performance Indicators	Performance Measures
Research and Training	<ul style="list-style-type: none"> To be actively involved in research of the ANZBCTG and relevant Calvary Mater Newcastle Department. 	<ul style="list-style-type: none"> Supports the ANZBCTG Director of Research in planning new research initiatives based on current and planned trials of the ANZBCTG and its collaborating groups. Plays an active role in a range of aspects of the clinical, translational and/or laboratory research programs in breast cancer conducted at the Calvary Mater Newcastle. Assists Principal Investigators and the ANZBCTG Director of Research in the coordination of large, international, multicentre, prospective trials through liaison with national and international co-investigators and study sponsors. Contributes an active participant in multidisciplinary research groups within the field of oncology. Provides medical guidance for Principal Investigators with patients experiencing unusual events. Assists in writing and publishing abstracts, manuscripts and book chapters. Acts as proxy for Principal Investigators and the ANZBCTG Director of Research as considered appropriate. Assists in presenting research results at national and international meetings. Develops and participates in undergraduate teaching programs in liaison with The University of Newcastle and other learned bodies. Develops and assists in postgraduate training of registrars and junior medical officers in the relevant Department.
Patient Care	<ul style="list-style-type: none"> To contribute to the care of breast cancer patients in the relevant department. 	<ul style="list-style-type: none"> Performs clinical services for inpatients, Emergency Department patients and outpatients as required under the supervision of the Director of Surgical Oncology. Provides clinical consultations as requested at Calvary Mater Newcastle and within the Hunter New England Local Health District (HNELHD) Assists Principal Investigators and the ANZBCTG Director of Research in medical review and clarification of clinical trial eligibility queries and clarification of reporting for patients experiencing unusual events (data analysis and interpretation). Provides clinical leadership to, and supervision of, junior

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		<p>colleagues by ensuring a high standard of patient care, which conforms to best practice and is evidence based.</p> <ul style="list-style-type: none"> • Maintains accurate and proper medical records. • Participates in after-hours services and rosters as first on call under the remote supervision of the Staff Specialists.
Administrative Procedures	<ul style="list-style-type: none"> • Undertakes administrative activities to support the ANZBCTG research program and research and clinical responsibilities for the relevant Department. 	<ul style="list-style-type: none"> • Assists in grant writing & reporting and the writing of trial protocols and associated documents for the ANZBCTG. • Assists in the data monitoring, audit and Quality Assurance programs of the ANZBCTG. • Supports the ANZBCTG Head of Trials Management in review and processing of Adverse Events and Investigator Notifications within the context of trials conducted by the ANZBCTG. • Assists the ANZBCTG Head of Trials Management in the development of Case Report Forms and other medical documents for trials conducted by the ANZBCTG. • Communicates with the Statistical Centre of the ANZBCTG as required. • Attends relevant committees and meetings as required. • Participates in continuous Quality Improvement and Best Practice Programs within the Unit. • Oversees the utilisation of inpatient beds within the relevant department to maximise efficiency and quality of care. • Ensures that Occupational Health and Safety standards are adhered to within the department. • Performs other duties to the level and responsibility of the position as required by the ANZBCTG Director of Research, the Director of the relevant Department or the Director of Clinical Services (Medical) from time to time.
Personal and Professional conduct and development.	<ul style="list-style-type: none"> • Maintains an effective personal and professional development plan. • Maintains a professional standard of conduct which reflects the mission and values of the Sisters of the Little Company of Mary. 	<ul style="list-style-type: none"> • Identifies own learning needs. • Seeks learning opportunities relevant to identified needs. • Accesses appropriate resources to enhance skills and knowledge. • Conduct reflects the mission and values of the Sisters of the Little Company of Mary.
Team Participation	<ul style="list-style-type: none"> • Functions within multidisciplinary team. 	<ul style="list-style-type: none"> • Maintains harmonious relations with hospital staff by behaving in a professional manner and displaying a non-confrontational manner. • Takes appropriate action to meet needs of unit. • Assist others when help is required. • Demonstrated flexibility that meets changing needs of unit or work environment.

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Human Resources Work Organisation	<ul style="list-style-type: none"> • Ability to organise and perform stated duties. 	<ul style="list-style-type: none"> • Is punctual and notifies supervisor of absences. • Able to organise work with minimum of direct supervision. • Duties are performed in an orderly and timely fashion. • Able to adapt work practices. Able to work proficiently in periods of high demand and activity.
Safe Practice & Environment Work Health and Safety Protection against specified infectious diseases.	<ul style="list-style-type: none"> • Maintenance of a safe and secure environment. • Ensures sound WH&S practices. • Maintains personal immunisation/screening records in accordance with Department of Health requirements. 	<ul style="list-style-type: none"> • Complies with Work Health and Safety policies and demonstrates knowledge of changes. • Attends mandatory Work Health and Safety training, as well as ward/department and job specific training. • Ensures health and safety of self and does not put others at risk by their actions. • Ensures hazards are reported to line manager or designated In-charge. Assists the manager where appropriate in the risk assessment process. • Reports equipment problems to line manager or designated In-charge. • Uses equipment appropriately and safely in accordance with Safe Operating Procedures and Safety Data Sheets. • Develops knowledge and practices relating to personal safety, posture, workstation ergonomics, task rotation and relevant stretching / relaxation breaks from keyboarding duties.
Continuum of Care Health Care Environment	Ability to function within a health care environment.	<ul style="list-style-type: none"> • Is able to function in a health care environment. • Able to demonstrate awareness of Culturally & Linguistically Diverse (CALD) Groups
Management of Risk Demonstrated understanding of risk management processes and systems, and their relationship to safe quality patient care and organisational outcomes.	<ul style="list-style-type: none"> • Take responsibility for implementing LCMHC Risk Management strategy within span of control. • Assist in identification, analysis, assessment, monitoring and reporting of risks. Promote risk management practices by patients, visitors and contractors. 	<ul style="list-style-type: none"> • Knowledge of LCMHC and local Service Risk Management policies and integrated Risk Management Strategy. • Participation in risk management activities and implementation of quality improvement plans.

Job Demands Frequency Checklist

Job Demands Frequency Key	
I	Infrequent - intermittent activity exists for a short time on a very infrequent basis
O	Occasional - activity exists up to 1/3 of the time when performing the job
F	Frequent - activity exists between 1/3 and 2/3 of the time when performing the job
C	Constant - activity exists for more than 2/3 of the time when performing the job
R	Repetitive - activity involves repetitive movements
N	Not Applicable - activity is not required to perform the job

Physical Demands Description	Frequency					
	I	O	F	C	R	N
Sitting - Remaining in a seated position to perform tasks – eg required for client interviews			X			
Standing - Remaining standing without moving about to perform tasks	X					
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes - eg walking between Lorna house and the main hospital via covered walkway	X					
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes						X
Bend / Lean Forward from Waist - Forward bending from the waist to perform tasks	X					
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	X					
Kneeling - Remaining in a kneeling posture to perform tasks						X
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks						X
Leg / Foot Movement - Use of leg and / or foot to operate machinery						X
Climbing (stairs / ladders) - Ascend / descend stairs, ladders, and steps – eg if using fire stairs	X					
Lifting / Carrying - Light lifting and carrying - 0-9 kg – eg notepad / book / clipboard and required writing implements	X					
Lifting / Carrying - Moderate lifting and carrying - 10-15 kg	X					
Lifting / Carrying - Heavy lifting and carrying - 16kg and above						X
Reaching - Arms fully extended forward or raised above shoulder	X					
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	X					
Head / Neck Postures - Holding head in a position other than neutral (facing forward)		X				
Hand and Arm Movements - Repetitive movements of hands and arms – eg report writing			X			
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands eg report writing			X			
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work						X
Driving - Operating any motor powered vehicle		X				

Sensory Demands Description	Frequency					
	I	O	F	C	R	N
Sight - Use of sight is an integral part of work performance eg viewing of X-Rays, computer screens – eg patient / client observation				X		
Hearing - Use of hearing is an integral part of work performance eg telephone enquiries, answering of telephones				X		
Smell - Use of smell is an integral part of work performance eg working with chemicals						X
Taste - Use of taste is an integral part of work performance eg food preparation						X
Touch - Use of touch is an integral part of work performance			X			
Psychosocial Demands Description	Frequency					
	I	O	F	C	R	N
Distressed People – eg emergency or grief situations		X				
Aggressive and Uncooperative People - eg drug / alcohol, dementia, mental illness	X					
Unpredictable People – eg dementia, mental illness, head injuries	X					
Restraining - involvement in physical containment of patients / clients						X
Exposure to Distressing Situations – eg child abuse, viewing dead / mutilated bodies						X
Environmental Demands Description	Frequency					
	I	O	F	C	R	N
Dust - Exposure to atmospheric dust – eg from building site	X					
Gases - Working with explosive or flammable gases requiring precautionary measures	X					
Fumes - Exposure to noxious or toxic fumes	X					
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	X					
Hazardous substances - eg dry chemicals and glues	X					
Noise - Environmental / background noise necessitates people raise their voice to be heard						X
Inadequate Lighting - Risk of trips, falls or eyestrain						X
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight – eg walking from Lorna house to main hospital building	X					
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C – eg walking from Lorna house to main hospital building	X					
Confined Spaces - Areas where only one egress (escape route) exists						X
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground – eg covered / enclosed walkway	X					
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls						X
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks						X
Biological Hazards - eg exposure to body fluids, bacteria, infectious diseases – eg inpatients and outpatients	X					

Personal Responsibilities:

As an employee of Calvary Mater Newcastle you are required to:

Act as a role model for personal and professional standards in accordance with the philosophy and values of Little Company of Mary Health Care.

Acknowledge and agree to actively participate in developing a culture that promotes and respects the Hospital values as set out below:

Hospitality

Healing

Stewardship

Respect

Maintain confidentiality and exercise discretion in relation to all Hospital matters.

Be aware of your responsibilities as an employee under the OH&S legislation by:

- taking reasonable care to ensure the health and safety of yourself and persons who are at your place of work and who may be effected by your acts or omissions at work
- co-operating with the Hospital's efforts to comply with Occupational Health & Safety requirements.

Observe the Hospital's Infection Control policies and procedures in relation to:

- Personal Hygiene
- Personal Immunisation
- Transmission of infection

Be familiar with relevant Department of Health Policy Directives including:

- PD2005_162 – HIV & Hepatitis B Infected Health Care Worker
- PD2007_036 – Infection Control Policy
- PD2010_058 – Hand Hygiene Policy
- PD2011_005 – Assessment, Screening & Vaccination Against Specified Infectious Diseases, specifically the Information Sheets in Appendices 4 and 5.

Attend essential inservice sessions annually - Fire/Evacuation, Manual Handling, CPR, Infection Control/Staff Health and other sessions as directed.

Be aware of the Hospital's fire, disaster and other emergency procedures and your role as set out in the Disaster Plan.

Participate in and support the Hospital's Quality Improvement and Accreditation programmes. Be committed to the concept of equal employment opportunities for all staff in accordance with the philosophy and values of Little Company of Mary Health Care.

Fulfil the functions and responsibilities of the designated position in accordance with the philosophies, objectives, policies, procedures and requirements of Calvary Mater Newcastle and other relevant bodies of authority (NSW Health).

Training and Attainment of Academic Qualifications

