THE ORGANISATION AND OUR MISSION

St Vincent’s Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 5,000 staff across 18 sites throughout Melbourne.

Part of Australia’s largest not-for-profit Catholic health and aged care network, St Vincent’s Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM’s mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent’s Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

KEY POSITION DETAILS

Job Title: Haematology Clinical Trial Coordinator  
Reports to: Haematology Clinical Trial Unit Manager

Program: Cancer and Community Services  
Department: Haematology

Industrial Agreement: Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-2020 or its successor  
Classification: JA7

LOCAL WORK ENVIRONMENT

The Haematology Clinical Trials Unit provides coordination and care to haematology patients who are on clinical trials. Clinical treatment is delivered in the outpatient Cancer Centre Chemotherapy Day Unit and also on the 6th floor of the Inpatient Services Building.

POSITION PURPOSE

The Haematology Clinical Coordinator, under the guidance of the Unit Manager and Clinical Haematologist, will manage commercial sponsored and investigator driven national and international clinical trials for haematology patients.

POSITION DUTIES

- Full responsibility for the coordination and management of a number of clinical trials
- Coordination and adherence to clinical trial protocols
- Develop required paperwork, eg. consent forms, trial schema’s, patient information.
- Communicate and liaise with multidisciplinary team, including patients regarding the status of the trial and treatment plan
- Serious adverse event to be communicated to relevant parties in accordance with Good Clinical Practice (GCP).
- Accurate and timely data collection and documentation
- Liaise with sponsors / collaborative groups for all relevant aspects of patient care
- Assist with submission of new studies to ethics committees

INCUMBENT OBLIGATIONS

General
- Perform duties of the position to best of their ability and to a standard acceptable to SVHM
- Comply with all SVHM policies, procedures, by laws and directions
• Treat others with respect and always behave professionally and in accordance with the SVHM Code of Conduct
• Only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed
• Participate in the annual SVHM performance review process
• Display adaptability and flexibility to meet the changing operational needs of the business
• Comply with applicable Enterprise Bargaining Agreement provisions
• Display a willingness to develop self and seek to improve performance

Clinical Quality and Safety
• Always work within approved scope of practice under supervision by more senior clinical staff as appropriate.
• Take personal responsibility for the quality and safety of work undertaken
• Consult with peers and other experts and refer to other healthcare workers when appropriate and in a timely manner
• Collaborate and clearly communicate with patients/clients and the healthcare team
• Participate in clinical risk management and continuous quality improvement activities as part of day-to-day work

Person Centred Care
• Ensure consumers receive information in an appropriate and accessible format
• Actively support consumers to make informed decisions about their treatment and ongoing care
• Ensure consumers are aware of their rights responsibilities and how to provide feedback

Health and Safety
• Protect the health and safety of self and others, complying with all health and safety related policies, procedures and directions
• Complete required Fire and Emergency Training annually
• Complete required Workplace Culture and Equity Training annually
• Attend general hospital orientation within 3 months of commencement

INCUMBENT CAPABILITY REQUIREMENTS (Level 2)
The incumbent of this position will be expected to possess the following core capabilities:

<table>
<thead>
<tr>
<th>Capability</th>
<th>Personal effectiveness</th>
<th>Learning Agility</th>
<th>Patient/Resident/client centred</th>
<th>Innovation and Improvement</th>
<th>Driving Results</th>
<th>Organisational Acumen</th>
<th>Working with and Managing others</th>
<th>Collaboration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>Takes responsibility for accurate, timely work results</td>
<td>Identifies personal development needs and seeks information from a range of sources</td>
<td>Strives to meet and exceed expectations, demonstrating sound judgement</td>
<td>Contributes to improvement by reviewing strengths and weaknesses of current processes</td>
<td>Manages own work load to deliver results</td>
<td>Understands the interdependencies between units/departments</td>
<td>Takes responsibility for ensuring productive, efficient teamwork</td>
<td>Works collaboratively within and outside the team</td>
</tr>
</tbody>
</table>
SELECTION CRITERIA

ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS
- Completion of Bachelor of Applied Science, Nursing with post grad, Pharmaceutical Science qualifications or other relevant medical fields.

OTHER ESSENTIAL REQUIREMENTS
- Experience in haematology clinical trials coordination or monitoring as CRA
- Experience and responsible for the preparation of own trails in readiness for external audit
- Experience in working as part of a multidisciplinary team
- Completion of Good Clinical Practice training

OTHER NON ESSENTIAL REQUIREMENTS
- Highly developed interpersonal skills incorporating excellent communication and negotiation skills
- Excellent written and verbal communication skills
- High level organisational skills and be able to prioritize
- Computer literate, familiarity with Microsoft Office (including MS work, excel, access, Power point and outlook)
- Ability and experience in facilitating clinical research activities
- Attention to detail and ability to adhere to documentation guidelines
- Ability to work independently or in a team environment
- Ability to prioritise workload to meet deadlines

PRE-EXISTING INJURY

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

Agreement

General:
I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.

National Police Check:
I understand that it is a condition of my employment to provide SVHM with a current National Police Certificate PRIOR TO COMMENCING WORK and this is at my own cost.
I understand that regardless of the frequency, if I am working and or visiting in a designated 'high risk area' of SVHM (as defined in the SVHM Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

Name: 

Signature: 

Date: 