1. THE ORGANISATION AND OUR MISSION

St Vincent’s Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 6,000 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.

2. KEY POSITION DETAILS

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Research Tissue Coordinator</th>
<th>Reports to:</th>
<th>Cardiothoracics Specialist</th>
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<tbody>
<tr>
<td>Program:</td>
<td>Speciality Services</td>
<td>Department:</td>
<td>Cardiothoracics</td>
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<tr>
<td>Industrial Agreement:</td>
<td>Depending on the qualifications of the successful applicant for the position, the industrial agreement for this position will fall under one of the following agreements:</td>
<td>Classification:</td>
<td>Depending on the qualifications of the successful applicant, the classification for this positions will fall under one of the three grades below:</td>
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<td>Current awards for Victorian public health sector agreement’s for: Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020/ Health and Allied services Managers and Administration workers 2016-2020 / Medical Scientists, Pharmacists and Psychologists 2017-2021</td>
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3. LOCAL WORK ENVIRONMENT

The Coordinator will be based in the Department of Cardiothoracics at SVHM but will also be expected to liaise closely with colleagues at other VCCC hospital sites to form a network of coordinators who can ensure efficient coordination of the distribution of samples and work together to improve systems and processes across sites. St Vincent’s Hospital Melbourne has a number of departments involved in Cancer Research. The Tissue Coordinator role will be supporting the Cancer Research projects which will be undertaken at SVHM as well as other collaborative Victorian Comprehensive Cancer Centre (VCCC) studies.

4. POSITION PURPOSE

The Tissue Coordinator will have responsibility and accountability for procuring biospecimens such as tissue (archived and fresh) and blood for agreed cancer clinical and translational research and implementation projects that have HREC and Governance approvals at relevant VCCC sites. They will ensure appropriate and timely processing, transport and coordination of the biospecimens in collaboration with clinicians and researchers and according to the HREC-approved protocol and in accordance with the Therapeutic Goods Administration (TGA) ‘Note for Guidance on Good Clinical Practice (CPMP/ICH/135/95)’, the National Health and Medical Research Council (NHMRC) ‘National Statement on Ethical Conduct in Human Research’ and applicable state/federal privacy laws. The Coordinator will be based in the Department of Cardiothoracics at SVHM but will also be expected to liaise closely with colleagues at other VCCC hospital sites to form a network of coordinators who can ensure efficient
coordination of the distribution of samples and work together to improve systems and processes across sites.

This newly created position will support systematising and streamlining targeted patient sample collection and distribution across the Victorian Comprehensive Centre (VCCC) alliance. The Research Tissue Coordinator will work under the auspices of and towards the goals of the VCCC Understanding Response and Resistance to Targeted Therapies Program as outlined in the VCCC Strategic Research Plan (2017-2020).

5. POSITION DUTIES

Patient Liaison

- Explaining to patients the purpose of tissue collection, respond to their queries and obtain informed consent from patients for the tissue projects being undertaken
- Liaising and collaborating with diverse stakeholders

  - Working collaboratively with all study investigators and other stakeholders to develop processes to ensure efficient and effective running of studies at sites participating in these projects with SVHM and the VCCC.
  - Working with Principal investigators and relevant project staff to maximise patient participation in studies and research protocols and attending relevant outpatient clinics and attending multidisciplinary meetings to identify patients for inclusion into the projects
  - Developing positive relationships within the Department Surgery at SVHM to engage the surgeons and other relevant stakeholders to actively contribute to the tissue projects
  - Maintain effective communication processes with patients and carers, investigators, other members of the multidisciplinary team and laboratory staff to ensure information is appropriately shared.
  - Regularly meet with other tissue coordinators and relevant stakeholders to facilitate cohesive sample transportation and work together to improve systems and processes to streamline targeted patient sample collection and distribution across VCCC sites

Specific tasks associated with the collection of bio-specimens

- Ensure that the samples gained are of quality and integrity to minimise impact to participating patients and ensure all biological samples and relevant blood samples are collected, processed and stored as per the study protocols and SOPs
- Assist in the curation, archiving and maintenance of SVHM based biobank for the projects
- Coordinate the labelling, packaging and manipulation of procured tissue, transport of tissues and clean up

Compliance with Research Protocols

- Ensure all aspects of procedures are adhered to by patients that are enrolled onto the research protocols. Be guided by the Project Managers managing these research protocols.

Data management, collection and recording

- Apply understandings of each study protocol, including related procedures and documentation to ensure per protocol conduct of studies and complete recording of study data.
- Track and follow up all recruited patients and contribute to the patient matched clinical data within the current and any new registry to ensure completeness of the patient data to match the tissue collected
- Coordinate data collection for clinical registries
- Management of sample tracking

Establish and/or contribute to professional knowledge and developing a community of practice

Continue to maintain professional knowledge, understanding of cancer disease diagnosis and treatment paradigms and proactively contribute to a community of best practice
Establish and/or contribute to policies and procedures for gaining, transporting, sorting tissue and blood samples at SVHM, Victorian Cancer Biobank (VCB) and other VCCC sites

Other information in relation to these roles:

- Able to make appropriate clinical and professional decisions autonomously as required and seek clarification where necessary
- Maintain a flexible approach to working hours to meet the requirements of study protocols and subject recruitment
- Manage workload to ensure the interests of patients on studies are met and the protocol requirements are followed
- Adhere to all aspects of confidentiality for patients, carers and staff
- Other duties as directed

All studies are to be undertaken in accordance with the terms approved by the institutional ethics committees and the NHMRC National Statement on Ethical Conduct in Research Involving Humans.

Practice in accordance with the Australian Nursing and Midwifery Accreditation Council (ANMAC) National Standards for the Registered Nurse (if applicable). For further details see under ‘competency standards’ via the following link: http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Standards/Codes-Guidelines.aspx

Establish and/or contribute to policies and procedures for gaining, transporting, sorting tissue and blood samples at SVHM, Victorian Cancer Biobank (VCB) and other VCCC sites

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Travel across VCCC sites will be required and there may be some work required outside of ordinary business hours due to surgery scheduling.

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
- Demonstrate sound administrative skills
- Demonstrate ability to manage a busy and varied workload
Clinical Quality and Safety

- Attend clinical orientation upon commencement
- Maintain clinical registration (with AHPRA or appropriate regulatory body as required) and any required indemnity cover
- 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
- Take all necessary care and precautions when undertaking clinical procedures
- Complete annual clinical competencies
- Maintain skills and knowledge necessary to safely and skilfully undertake clinical work
- Maintain familiarity with the requirements of the Institutional Ethics Committee (IEC) according to the Therapeutic Goods Administration (TGA) guidelines for Good Clinical Research Practice (GCRP) for the conduct of clinical trial research
- 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
- Comply with institute Health and Safety Policies and Procedures
- Take reasonable care of own safety and the safety of others around.
- Use Personal Protective Equipment (PPE) and safety devices appropriately.
- Report all hazards, incidents and injuries.
- Attend training programs as documented in individual training needs matrices.

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

7.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

- Degree level education or other relevant further education in science, health or nursing
- Experience in clinical research with tissue/blood sample collections, processing and storage
- Current GCP (Good Clinical Practice) Certification

7.2 OTHER ESSENTIAL REQUIREMENTS

- Knowledge of the NHMRC National Statement on Ethical Conduct in Research
- Demonstrated ability to consult and liaise with a range of health professionals in the establishment and maintenance of studies/clinical trials
- Demonstrated experience working independently and as part of a team
- Demonstrated data collection and management skills
- Demonstrated skills in process development and improvement
- Demonstrated computer literacy

7.3 OTHER NON ESSENTIAL REQUIREMENTS

- Phlebotomy skills
- Excellent time management skills including ability to prioritize and carry out a number of tasks concurrently
- Exceptional attention to detail
- Excellent interpersonal communication skills both written and verbal and ability to communicate effectively to a range of audiences
- Strong capability to develop and maintain relationships with diverse stakeholders
- Innovative, resourceful and adaptable to change
- Enthusiastic and motivated to learn
- Strong communication, negotiation and advocacy skills

8. 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.

9. 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 SVHA Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

Name: ____________________________

Signature: ___________________________

Date: ____________________________