

Position Description

Position Title	Medical Oncology Research Fellow
Position Number	30008565
Division	Clinical Operations
Department	Cancer Services
Enterprise Agreement	Doctors In Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Classification Description	Registrar Year 5/6
Classification Code	HM29/30
Reports to	Professional: Cancer Research Manager Operational: Medical Workforce Unit
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Working with Children Check • Registration with Professional Regulatory Body or relevant Professional Association • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The Medical Oncology Research Fellow is a fixed term 12 month position. The Research Fellow will be responsible for the care of patients on clinical trials and will be exposed to a range of trials. The position will manage clinical trial activities including screening and consenting patients, clinical assessment and medical intervention according to protocol and adverse event reporting.

This position will provide the medical oncology advanced trainee with a broad exposure to medical oncology including optional participation in general oncology clinics as per the preference of the candidate. Educational activities including weekly unit meetings, Multi-disciplinary meetings, monthly trials meetings, and attendance at VMOTP journal club is rostered. There is no expectation to participate in the medical oncology on call roster or consultant ward rounds.

Responsibilities and Accountabilities

Key Responsibilities

Participant Care – Clinical Trials

- Conduct clinical trials 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
- Screen and assess oncology patients regularly for suitability for participation in current clinical trials
- Recruit research participants into studies after careful assessment of protocol Inclusion/Exclusion criteria and obtaining participant informed consent
- Be familiar with the required elements of informed consent, according to standard research practice guidelines and be responsible for obtaining written Informed Consent from clinical trial participants
- Provide ongoing medical care throughout the course of the trial including the regular review and management of pathology / test results, education of research participants, families and relevant staff, as well as data collection and management.
- Support new clinical trials by participating in investigator meetings and initiations
- Participate in clinical trial monitoring/auditing internally and externally as required in order to meet the regulatory and scientific requirements

Data Management

- Ensure trial documentation is maintained in accordance with International Conference on Harmonisation – Good Clinical Practice (ICH GCP)
- Complete trial documentation in a clear, concise, pertinent, accurate and timely manner to ensure data is organised accurate and reliable

Professional development & education

- Provide education for nursing & medical staff and other members of the multidisciplinary team in regard to clinical research and associated guidelines & regulations
- Participate in the performance review process

Key Selection Criteria

Essential

1. MBBS or equivalent degree and current registration with the Australian Health Practitioners Regulation
2. Participating in or have completed advanced training in medical oncology
3. High level interpersonal and communication skills and the ability to communicate confidently and appropriately with patients and their families and other health professionals

Desired

4. Demonstrated skills in clinical research
5. Understanding of ICH-GCP and NHMRC National Statement 2007 principles
6. Excellent time management skills and attention to detail
7. Thorough understanding of the relevant legislation pertaining to Medical Officers
8. Evidence of on-going professional development to continually update personal medical knowledge and skills
9. Ability to effectively use organisational skills (incorporating documentation, time management skills, critical thinking and priority setting)
10. Ability to operate in an environment of change
11. Ability to work as an effective team member in a multi-disciplinary environment as well as independently (under appropriate supervision)

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.

- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.