



****

## About The Royal Melbourne Hospital

As one of Victoria’s largest public health services, The Royal Melbourne Hospital (RMH) provides a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs. We are a designated state-wide provider for services including trauma, and we lead centres of excellence for tertiary services in several key specialties including neurosciences, nephrology, oncology, cardiology and virtual health.

We are surrounded by a Parkville Precinct of brilliant thinkers, and we are constantly collaborating to set new benchmarks in health excellence - benchmarks that impact across the globe. While the work we do takes us in inspiring new directions; caring for each other, our patients and consumers is as essential to who we are, as any scientific breakthrough we make.

Our people of more than 10,000 strong, embody who we are and what we stand for. We're here for when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing and for delivering excellence together, always.

### Our Vision

### Advancing health for everyone, every day.

### The Melbourne Way

At The RMH we’re inspired by our vision of Advancing health for everyone, every day. While we’re each going about our different roles, we’re united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| People First |  |

 |  |

|  |  |
| --- | --- |
| Lead with Kindness |  |

 |  |

|  |  |
| --- | --- |
| Excellence Together |  |

 |
| People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them. |  | Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique. |  | True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals. |

### Our Priorities

The RMH Strategic Plan: **Towards 2025 Advancing health for everyone, every day** is our plan for the future — one which we are committed to achieving together.

This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

### 1. Be a great place to work and a great place to receive care

### 2. Grow our Home First approach

### 3. Realise the potential of the Melbourne Biomedical Precinct

### 4. Become a digital health service

### 5. Strive for sustainability

# Position Description

|  |  |
| --- | --- |
| **Position Title:** | Dermatology Clinical and Trials Fellow |
| **Service:** | NCIM, Dermatology Research Unit |
| **Location:** | City Campus |
| **Reports To:** | Head of Research - Dermatology |
| **Enterprise Agreement:** | AMA Victoria - Victorian Public Health Sector – Doctors in Training Enterprise Agreement 2018–2021 |
| **Classification:** | HM12-14 |
| **Immunisation Risk Category:** | Category A |
| **Date of Review:** | June 2021 |

## Position Purpose

As the dermatology clinical and trials fellow you will work as part of a team conducting single-centre and multi-centre research. The team at the Royal Melbourne Hospital includes Associate Professor Kern, Head of Clinical research, Principal Investigators, Research Nurse, Clinical and Trials Fellows, a Research Office Admin Manager and works closely with the team of the Royal Melbourne Hospital Office for Research. Our research group collaborates with other centres in Australia and overseas in multi-centre research projects. You will have the opportunity to work in a clinical and research role together with senior consultants, accredited registrars and research nurses.

Your clinical roles will include

Providing care to patients enrolled in clinical trials, including management of their condition and adverse events. You will be predominantly seeing clinical trials patients from Monday to Thursday.

You will have the optional opportunely of attending the general dermatology (Rapid Access) clinic once per fortnight on Monday and weekly on Wednesday in an honorary role.

Your research roles will include

Performing study related visits and their associated tasks with your patients as the sub-investigator including performing disease severity assessment, checking for adverse events, collection of blood samples, ECG collection and administration of study drugs

Accepting referrals for patients interested in joining clinical trials and conducting pre-screening to determine their eligibility

Discuss patient’s progress on clinical trials or medical issues with principal investigators and other team members

Complete all relevant study-specific training and familiarise yourself with the study protocol

Liaise with other departments within the hospital to coordinate patient care as part of the trial including medical photography, audiometry and other medical specialties

Perform administrative research tasks such as data entry, answering of queries from study monitors and assisting in the submission of progress report to the governance committee.

You will be given a personal research project to complete throughout the year under the supervision of Associate Professor Johannes Kern and other senior consultants. You will have the opportunity to present your findings at departmental meetings and medical conferences, and work towards a publication in a peer-reviewed journal. You will also be given the chance to do medical presentations at our department’s clinical meetings which are usually attended by most Victorian dermatology registrars and Victorian dermatologists.

You will have weekly team meetings to discuss any trial related issues and weekly medical meetings to update the principal investigator on patient’s progress during their clinical trial.

## Department Description

The Dermatology Research Unit at Melbourne Health is one of the major Dermatology clinical trial centres in Australia. It is part of RMH Dermatology, the tertiary referral centre for North-Western Melbourne and rural Victoria. We are currently running over 20 clinical trials for inflammatory and autoimmune skin disease as well as non melanoma skin cancers. This allows offering treatment options otherwise unavailable for patients with serious chronic skin conditions and being involved with shaping future treatments in Dermatology. The team includes Head of Research A/Prof Johannes Kern, senior Dermatologist Principle Investigators, Research Nurses, Doctors (Clinical and Trial Fellows ) and admin staff. It works closely with the RMH Office for Research, the RMH Clinical Trial Centre staff, Clinical Trials Pharmacy, Pathology and Photography.

## Key Accountabilities – Position Specific

Perform clinical trial related activities:

* Conduct pre-screening of new patient referrals to determine their eligibility
* Enrolling eligible participants within timelines to be agreed upon by the team.
* Consent participants to clinical trials as per consent protocol
* Obtain relevant pathology specimens via venepuncture
* Conduct and complete all patient visits according to study protocols
* Assist in the submission of reports, amendments, and proposals to the Human Research Ethics Committee within the agreed timeframes
* Update study databases Respond in a timely manner to issues raised through external project monitoring.
* Monitor pathology reports and medical status of the patient and report clinically significant abnormalities to principal investigators or refer to external specialty
* Document all provided training and issue certificates to those completing the training.
* Report ongoing issues to study monitor and project manager
* Active participation in research projects, clinical meetings and conferences where able
* Report to the project team meetings and provide timely notification of issues to the Project Manager.
* Set personal development goals to attain highest levels of performance on the job.
* Share experience and learning with colleagues
* Work co-operatively with team members.
* Pro-actively participate in team meetings and decision making processes.
* Keep other team members informed so that they can perform their job effectively.
* Understand how own role influences hospital issues, processes and outcomes.
* Weigh up alternatives to find the most effective way of improving organisational results.
* Regularly demonstrate an approach to assigned tasks which produces quality outcomes.
* Mentor and support junior staff within unit (students, residents)

## Key Relationships

| Internal | External |
| --- | --- |
| * Clinical Research Team
* Principal Investigators
* Consultant Dermatologists
* Dermatology Registrars and Resident
* Office for Research Personnel
* Clinical Trails Pathology staff
* Clinical Trials Pharmacy
* Other MH staff that assist our unit to achieve outcomes.
 | * Patients/Participants, Carers and Family members
* Referring Dermatologists
* Clinical Research Organisations, Monitors
* Third party vendors (Central labs, electronic devices, central recruitment support etc.)
* Clinical Trial Sponsors (Pharmaceutical companies)
 |

## Key Selection Criteria

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

* MBBS or equivalent
* Registration with the Medical Board of Australia

### Essential:

Show an interest in dermatology and the conduct of clinical trials/research

Ability to work both independently and as a team member

Excellent inter-personal skills

Excellent verbal and written communication skills

Well-developed problem-solving skills

Highly-developed computer-literacy

Meticulous attention to detail

Willingness to work flexible hours when required.

### Desirable:

Previous experience in clinical research

Working knowledge of relevant human research guidelines

## Required Capabilities

The Capability Development Framework applies to all The RMH employees and describes the capabilities that are needed to meet our strategic goals.

Below is a list of capabilities and the attainment level required in this position.

| Capability Name | Attainment Level |
| --- | --- |
| Organisational savvy | Consolidation |
| Communicating effectively | Mastery |
| Building relationships | Mastery |
| Patient and consumer care | Mastery |
| Working safely | Mastery |
| Utilising resources effectively | Mastery |
| Innovation, continuous improvement and patient safety | Mastery |
| Adaptability and resilience | Mastery |
| Integrity and ethics | Mastery |
| Delivering results | Mastery |
| Analysis and judgement | Mastery |
| Developing and managing skills and knowledge | Consolidation |

## Health, Safety and Wellbeing

The RMH aims to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors to The RMH.

RMH employees have a responsibility to:

* Maintain an understanding of individual responsibility for patient safety, quality and risk and contribute to organisational quality and safety initiatives;
* Take reasonable care for their own safety and wellbeing and that of anyone else that could be affected by their actions;
* Speak up for the safety and wellbeing of patients, consumers, colleagues and visitors and escalate any concerns that have or could impact safety;
* Accept responsibility for ensuring the implementation of health and safety policies and procedures and cooperate with The RMH in any action it considers necessary to maintain a safe working environment which is safe and without risk.

##### RMH Employees in supervisory/management roles have, in addition to the above, responsibility to:

* Ensure all health, safety and wellbeing procedures are in place and maintained in their work areas;
* Ensure risk management activities are undertaken and effective risk controls are in place;
* Make sure that training needs for all employees are identified and undertaken as required;
* Ensure incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.

## The RMH Key Performance Indicators

RMH employees are measured through successful:

* Demonstration of RMH values and behaviours, being a role model for living the values;
* Completion of mandatory training activities including training related to the National Standards;
* Participation in The RMH and Division/Service specific business planning process (if required);
* Achievement of RMH and portfolio specific KPI targets as they apply to areas of responsibility;
* Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure direct reports have individual development plans including an annual review;
* Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
* Ability to operate within allocated budget (if required).

## Clinical Governance Framework

RMH employees have a responsibility to deliver Safe, Timely, Effective, Person-Centred Care (STEP) by:

* Fulfilling roles and responsibilities as outlined in the Clinical Governance Framework;
* Acting in accordance with all safety, quality and improvement policies and procedures;
* Identifying and reporting risks in a proactive way in order to minimise and mitigate risk across the organisation;
* Working in partnership with consumers and patients and where applicable their carers and families;
* Complying with all relevant standards and legislative requirements;
* Complying with all clinical and/or competency standards and requirements and ensuring you operate within your scope of practice and seek help when needed.

## Equal Opportunity Employer

The RMH is an equal opportunity employer. We are proud to be a workplace that champions diversity; we are committed to creating an inclusive environment for all people. Our goal is for our people to feel safe, included and supported so that they can be at their best every single day.

## Acceptance

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

|  |
| --- |
|  |
| Employee Signature |
|  |
| Employee Name (please PRINT IN CAPITALS) |
|  |
| Date (day/month/year) |