

POSITION DESCRIPTION

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| Position Title: | Oncology Clinical Research Fellow |
| Business Unit/Department: | Medical Services & Cancer Services |
| Division: | Cancer, Cardiology and Specialty Medicine |
| Award/Agreement: | Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) – Enterprise Agreement 2022-2026 |
| Classification: | HM25 – HM30 |
| Reports To: | Chief Medical Officer and Director Cancer Services |
| Direct Reports: | N/A |
| Date Prepared/Updated: | 04/03/2026 |

Position Purpose

The role of the Oncology Clinical Research Fellow is to provide high quality clinical care to the patients of Western Health, supervise and train Junior Medical Staff and support the Western Health Strategic Priorities. The Oncology Clinical Research Fellow will work closely with the staff of the Western Health Cancer Clinical Trials unit to conduct a range of research activities including Phase I, II, III and IV studies and maintenance of clinical registries.

Business Unit Overview

The Division of Cancer, Cardiology and Specialty Medicine provides a comprehensive suite of inpatient, clinic, and community-based care and includes the following services: Cardiology, Cancer Services, Respiratory and Sleep Disorders, Infectious Diseases, Dermatology, Neurology and Stroke, and Rheumatology. The Divisional Director and Clinical Services Director provide leadership and management for these services and contribute to the development of these services at Western Health as directed within business plans. The Division is committed to innovation and the development of services and treatment groups across Western Health to ensure Best Care for the community of Western Melbourne.

Cancer Services at Western Health provides care across a broad range of inpatient, ambulatory outpatient settings. We provide secondary and tertiary cancer services for patients of the Western Region including Medical Oncology, Surgical Oncology, Haematology, Clinical Research, Palliative Care, Inpatient Acute Care, Day Oncology, Oncology HITH, Radiotherapy, Specialist Clinics and a dedicated Project Team.

With a diverse workforce of 250 staff and an annual operating budget of \$24 million, the Division spans the acute and non-acute care settings aiming to ensure timely and seamless transition between services for the people in our care.

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

The Cancer Services Clinical Trials unit aims to improve cancer outcomes through the development and implementation of new oncology and haematology therapeutics. The quality of life and safety of all clinical trial participants is foremost in the conduct of the clinical trial program at Western Health. The unit maintains the highest level of quality in the conduct and performance of clinical trials in accordance with the regulatory guidelines set by the TGA and the Good Clinical Practice guidelines for research involving human subjects. The unit aims to increase access to and participation in clinical trials for the patient population of the western region of Melbourne in accordance with the goals set out in the Victorian Cancer Action Plan

Key Responsibilities

- Work in an autonomous fashion while fully supported by clinical research and oncology staff
- Gain experience in numerous areas of clinical research including day to day management of patients, adverse event reporting, good clinical practice, protocol development and ethics submissions
- Attend Unit meetings, Clinical Research meetings and Multidisciplinary meetings across both the Sunshine and Footscray campuses
- Attend at least 2-3 outpatient clinics a week
- Work under the supervision and support of the Head of Unit and Medical Oncology Consultants to further develop general clinical and decision-making skills and clinical trial skills
- Perform clinical trial and research unit duties as delegated by the Unit Head or Medical Oncology Consultants in accordance with Western Health policies and procedures and relevant legislation
- Ensure notification to the appropriate consultant of patients referred to the Department, and provision of initial assessments of referred patients
- Ensure quality patient care of patients on clinical trials or in clinics via clinical assessment, admissions and development of management plans
- Advocate for the clinical trials unit and for improving the accruals to clinical trials
- Provide day to day clinical management of patients on clinical trials
- Assume responsibility for patient care in accordance with the care model of the ward/unit, ensuring that required clinical procedures are performed with appropriate training and supervision
- Initiate and provide interpretation of clinical investigations
- Work closely and in a team-like fashion with clinical trial unit and clinical trial nurses
- Accurately reflect the patient's requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Participate in the development of discharge and management plans if patients are admitted that reflects the needs of patients and their significant others and demonstrates understanding of the role of community providers.
- Assume responsibility for communication with community providers for patients on clinical trials
- Provide supervision for the clinical activities of the junior medical staff on the unit, according to the level of experience of the individual
- Coordinate and participate in the after-hours and weekend cover roster for Oncology and Haematology.
- Provide clinical handovers to covering Registrars
- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance
- Demonstrate a caring and empathetic approach towards patients at all times
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in clinical practice
- Undertake ongoing self-directed learning by participation in continuing education activities and attendance at clinical meetings, including any mandatory training programs
- Assist in collection of data for audit purposes, and participate in research activities undertaken within the unit where required
- Perform other duties as delegated by the Director of Cancer Services

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In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

- Cancer Clinical Trials unit staff
- Day Oncology staff
- Medical Oncologists
- Multidisciplinary teams
- Clinical staff including medical, nursing, pharmacy and allied health
- Patient support and administrative staff
- Medical Workforce Unit
- Medical Education Unit

Selection Criteria

- A medical qualification recognised in Victoria, Australia
- Current medical registration
- Completed at least two core years of Advanced Training in medical oncology
- Clinical competence as required for level of position
- Ability to work as part of a team
- Commitment to professional development
- Good communication skills
- Interest in clinical trials

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

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General Information

- Redeployment to other services and sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name:

[Click here to enter the Employee's name.](#)

Employee's Signature:

Date:

[Click here to enter a date.](#)

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