

## *Position Description: Medical Oncologist*

Business area: Clinical

FTE: As per Conditions of Employment

Reports to: General Manager Cancer Care

*Position Objective:*

*Plan and manage assessment and treatment of patients within the Cancer Care Oncology service.*

*Functional Relationships:*

<b>Internal:</b>	<b>External:</b>
<ul style="list-style-type: none"> <li>• General Manager</li> <li>• Practice Manager</li> <li>• Clinical Director Medical Oncology</li> <li>• Clinical Director Radiation Oncology</li> <li>• Consultant Oncologists</li> <li>• Medical Oncology and Haematology Manager</li> <li>• Radiation Therapist Manager</li> <li>• Charge Nurse Cancer Care</li> <li>• Registered Nurses Cancer Care</li> <li>• Other Cancer Care staff</li> <li>• Other St George's staff</li> </ul>	<ul style="list-style-type: none"> <li>• Clinicians</li> <li>• Allied health professionals</li> <li>• Patients and support persons</li> <li>• Cancer Society</li> </ul>



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### *Key Areas of Accountability:*

<b>Area of Accountability</b>	<b>Expected Results</b>
<b>Professional Practice</b>	<ul style="list-style-type: none"> <li>• Provides comprehensive scope of clinical medical oncology care of patients</li> <li>• Is available to all appropriate medical surgical and oncology colleagues and other disciplines for patient consultations</li> <li>• Provides prompt, relevant and quality advice to patients referred for a specialist oncology opinion</li> <li>• Ensures patients are well informed of options available to them and promotes patient-centred care</li> <li>• Promotes an inter-professional model of practice</li> <li>• Contributes to specific tumour site R&amp;D initiatives with appropriate local, national and international collaboration</li> <li>• Ensures patient records are comprehensive, accurate and up to date</li> <li>• Letters and reports are completed and dispatched in a timely manner</li> <li>• Maintains confidentiality of patient information and documentation</li> </ul>
<b>Interpersonal Relationships/Leadership and Teamwork</b>	<ul style="list-style-type: none"> <li>• Maintains approachability and an open, effective communication style.</li> <li>• Models St George's Cancer Care vision, values and goals.</li> <li>• Respects lines of authority and uses proper channels of communication.</li> <li>• Is open and receptive to feedback.</li> <li>• Establishes collaborative networks across teams for mutual benefit.</li> <li>• Collaborates with peers to achieve strategic goals.</li> <li>• Reinforces patient/client focus through education, practice, policies and/or procedures.</li> <li>• Recognises individual efforts in excellent patient/client focus.</li> <li>• Responds to the changing needs of patients/client groups and appropriately plans education and practice development initiatives to meet service need.</li> <li>• Empowers others to take action to resolve patient/client issues promptly</li> <li>• Creates a culture of patient/client focus through person-centered care.</li> <li>• Expresses information effectively, both orally and in writing, adjusts language and style to the recipients and considers their frame of reference.</li> </ul>
<b>Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Participates actively in quality improvement activities by planning, implementing and evaluating improvements.</li> <li>• Initiates, participates in design and evaluates audits and applies outcomes to improve service provision.</li> <li>• Participates actively in Ministry of Health Certification and Accreditation process.</li> <li>• Documents and reports incidents accurately in accordance with hospital policy.</li> <li>• Participates actively in the development/review of policies and procedures.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Maintains and continuously updates professional portfolio.</li> <li>• Maintains own professional development and mandatory updates.</li> <li>• Undertakes responsibility for meeting all the mandatory requirements of the professional body and the organisation.</li> <li>• Identifies own learning requirements/deficits and develops a plan in conjunction with line manager.</li> </ul>



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Area of Accountability	Expected Results
	<ul style="list-style-type: none"> <li>• Demonstrates and facilitates contemporary knowledge and skills.</li> <li>• Understands and adheres to all legislative requirements and follows St George's Hospital policies and procedures.</li> <li>• Participates in an annual performance appraisal and the setting of performance objectives aligned to the goals of the organisation.</li> <li>• Identifies own learning requirements/deficits and discusses development plan with Manager.</li> <li>• Attends CPR updates and familiarises self with emergency equipment.</li> <li>• Attends relevant study days and in-service education.</li> <li>• Fosters an environment conducive to learning, enquiry and research.</li> <li>• Participates in approved research programmes as requested.</li> </ul>
<b>Organisational Culture</b>	<ul style="list-style-type: none"> <li>• Promotes harmonious working relationships .</li> <li>• Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for customer focus.</li> <li>• Assists in facilitating positive inter-departmental relationships.</li> <li>• Maintains confidentiality in respect to CCC's operations, business, employees, clients and patients.</li> <li>• Models CCC's values</li> <li>• Adheres to St George's policies and procedures.</li> </ul>
<b>Cultural safety and Te Tiriti o Waitangi</b> To promote cultural awareness within St George's Hospital	<ul style="list-style-type: none"> <li>• Understands and has knowledge of the Te Tiriti o Waitangi and its implications for health.</li> <li>• Collaborates with colleagues regarding the integration of Te Tiriti principles of partnership, protection and participation in practice</li> <li>• Displays a willingness to work positively with organisational strategies to improve outcomes for Māori</li> <li>• Promotes an awareness of cultural differences amongst staff and patients (e.g. beliefs, gender, sexual orientation or disability) and the impact that beliefs and values have on practice</li> </ul>
<b>Health &amp; Safety</b> To ensure a safe working environment	<ul style="list-style-type: none"> <li>• Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with legislated Health and Safety at Work requirements</li> <li>• Cooperates with any reasonable policy or procedure relating to health or safety at the workplace</li> <li>• Ensures compliance with hospital security requirements and is vigilant in all matters of security</li> <li>• Participates in Health and Safety training as required by St George's</li> </ul>
<b>Organisational effectiveness</b> To contribute to the cost effectiveness and changing needs of the hospital business	<ul style="list-style-type: none"> <li>• Sets appropriate priorities for workload.</li> <li>• Looks for ways and means to actively and effectively promote cost effectiveness.</li> <li>• Accurately completes cost accounting documents as appropriate.</li> <li>• Ensures department remains within budget and provides rationale for exceptions.</li> </ul>

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<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Undertakes other duties as requested from time to time</li> <li>• Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.</li> <li>• Participates in the on-call roster as required</li> </ul>
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### *Qualifications, Experience and Personal Qualities*

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Specialist qualification in medical oncology</li> <li>• Be registered as a medical practitioner with the Medical Council of New Zealand (MCNZ) or be eligible to apply for provisional vocational registration with MCNZ</li> <li>• Hold a current Fellowship of the Royal Australasian College of Physicians</li> <li>• Must hold an up-to-date Annual Practising Certificate at all times</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Must have depth of experience and current knowledge of all Oncology specialities</li> </ul>	<ul style="list-style-type: none"> <li>• Research experience</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to high quality patient care</li> <li>• Good organisational skills</li> <li>• Effective interpersonal skills and be able to work as part of a small team.</li> <li>• Highly motivated and be able to work without supervision.</li> <li>• Able to work effectively and efficiently under occasional periods of pressure.</li> <li>• Good oral and written communication skills.</li> <li>• The ability to successfully train technical people in new techniques</li> <li>• Prepared to work flexible hours.</li> <li>• Innovative and have the ability to do research and development.</li> <li>• Appreciate the need for sensitivity when dealing with patients and their relatives.</li> </ul>	

*Agreed by:*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Employee

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
General Manager