

# Role description

## Cairns and Hinterland Hospital and Health Service

### Role details

<b>Job ad reference</b>	CAH558506	<b>Classification</b>	L25 – L27 L18 – L24
<b>Role title</b>	Senior Staff Specialist or Staff Specialist (Clinical & Pathology Haematology)	<b>Salary</b>	\$244 201 - \$258 910 (L25-L27) \$204 206 - \$237 196 (L18-L24) (plus superannuation and leave loading benefits)
<b>Status (temp/perm)</b>	Several Permanent full time and part time positions, hrs negotiable	<b>Contact name</b>	Dr Sharon Avery
<b>Unit/Branch</b>	Haematology	<b>Contact number</b>	0488 644 009
<b>Directorate/ Hospital and Health Service</b>	Integrated Medicine, Child & Youth Services Cairns and Hinterland Hospital and Health Service	<b>Closing date</b>	27 <sup>th</sup> May 2024
<b>Location</b>	Cairns		

*Cairns and Hinterland Hospital and Health Service does not accept applications submitted through recruitment agencies. Medical Practitioners are encouraged to apply online via Smartjobs or directly with Recruitment Cairns.*

## Queensland Health's vision

*By 2026 Queenslanders will be among the healthiest people in the world.*

### Our vision

Excellence in healthcare, wellbeing, research and education in Far North Queensland.

### Our purpose

We work together, with our community, providing healthcare services to improve health and wellbeing in Far North Queensland.

More information on the strategic direction of Cairns and Hinterland Hospital and Health Service visit: <https://qheps.health.qld.gov.au/cairns/strategic-plan-2018-2022>

Please visit our website for additional information about Cairns and Hinterland Hospital and Health Service [www.health.qld.gov.au/cairns\\_hinterland](http://www.health.qld.gov.au/cairns_hinterland)



**Queensland  
Government**

## Our values

The staff and patients at Cairns and Hinterland Hospital and Health Service have helped develop a set of shared values that guide our behaviours and decision making in our workplaces. These values underpin our daily work, the strategies of our Health Service and help deliver Queensland Health's vision.



### COMPASSION

*At CHHHS, we demonstrate that we care about the challenges facing our patients and colleagues by taking time to walk in their shoes. Compassion is delivered with a warm hello, a smile, by genuinely listening and following through on concerns.*



### ACCOUNTABILITY

*At CHHHS, we value accountability at all levels as it builds trust in our organisation, our people and our services. When we live up to our responsibilities, we earn respect from the people and communities we have made a commitment to.*



### RESPECT

*At CHHHS, we value a respectful approach to our work and care as it builds strong relationships and trust. We encourage you to treat others as you'd like to be treated.*



### INTEGRITY

*At CHHHS, we rely on our integrity to guide us when the choice isn't an easy one to make. It ensures we are making decisions that are transparent, truthful and for the greater good of our patients, colleagues and communities.*

## Your employer— Cairns and Hinterland Hospital and Health Service

- The Cairns and Hinterland Hospital and Health Service strives to provide excellence in health care, wellbeing, research and education in Far North Queensland.
- The Health Service is the primary provider of health services to residents of the Cairns, Tablelands and Cassowary Coast regions with a population of over 250,000 people, as well as providing specialist services to the Torres Strait and Cape York region. Cairns Hospital is the primary referral hospital for Far North Queensland.
- We provide an extensive range of health services at more than 30 regional, rural and remote facilities across a geographical area of 142,900 square kilometres.
- The Health Service is 95 percent self-sufficient with only a small number of high-level acute services being provided in Townsville and Brisbane.
- Our staff are a part of the community we serve, and we strongly believe that health outcomes are enhanced by involving our community in the planning and evaluation of local health services.

## CHHHS Haematology Service

- Clinical Haematology forms part of Cancer Care Services at Cairns Hospital serving the Cairns and Hinterland Hospital and Health Service, in addition to the Torres and Cape Health Service.
- Provides services for a wide range of benign and malignant haematology conditions in the inpatient, specialist clinic, day treatment and home settings. The department shares a 32-bed ward with medical oncology and radiation oncology. Close collaboration occurs with laboratory haematology. A consultative service is also provided throughout the Cairns Hospital.
- The Cancer Care and Haematology service is a vibrant service, providing high quality clinical care, and is active in clinical trials and teaching with strong clinical governance. We have an excellent multidisciplinary team with highly expert pharmacy, allied health and nursing colleagues who work together collaboratively. The Haematology service has two accredited advanced trainee positions (clinical and laboratory). We deliver teaching and support to James Cook University (JCU) medical students and academic opportunities may be possible in conjunction with JCU. There is also significant scope for providing haematology care in the private sector.
- The service is a busy regional service with approximately 850 new referrals per year for both malignant and non-malignant haematological conditions including but not limited to acute leukaemia, lymphoproliferative disorders, plasma cell dyscrasia, disorders of haemostasis and thrombosis and other haematological conditions, in addition to the provision of all pre- and post-stem cell transplant care.
- The department provides outreach to Atherton and Innisfail hospitals, and we have a strong Telehealth service including Tele-chemotherapy support to remote Cape communities.
- We are fortunate to be based in Cairns with its relaxed tropical lifestyle, stunning beaches, cosmopolitan restaurant choices, and access to the Great Barrier Reef, tropical rainforest and the Atherton Tablelands.
- For further information visit the website: [http://www.health.qld.gov.au/cairns\\_hinterland/](http://www.health.qld.gov.au/cairns_hinterland/)

## Your opportunity

This is an exciting opportunity to join an enthusiastic, dedicated team of Haematologists, medical colleagues, nurses, pharmacists, laboratory scientists and allied health professionals.

The Staff Specialist, Clinical and Laboratory Haematology position will be based in Cairns and will provide both expert clinical and laboratory haematology services to the patients of our region. Within our highly collaborative department, the position will provide leadership in clinical services of Haematology, innovate and provide participation in treatment and care aimed at achieving best patient outcomes.

- The position reports to the Clinical Director, Cancer Care and Haematology for the provision of Specialist Haematology care to both inpatients and outpatients. For the laboratory component of the position, this role reports to the Laboratory Haematology Director, CHHHS Laboratories, and the Discipline Medical Director Haematology, Pathology Queensland
- One of the multiple positions available incorporates the role of Haematology Laboratory Director, CHHHS Laboratory Group. This component of the role would be 0.3-0.4 FTE of the total FTE. The Haematology Laboratory Director has responsibility for assuring that haematology services provided by the CHHHS Laboratory Group meet regulatory requirements and are delivered to the highest professional and ethical standards, whilst ensuring value for money for Queenslanders. This role will report to the Medical Director, CHHHS Laboratory Group and the Discipline Medical Director Haematology, Pathology Queensland for the laboratory component of the position.

## Your role

- To fulfil the responsibilities of this role in accordance with our CHHS values as outlined above.
- To deliver a high standard of Haematology care to allocated patients within the Cancer Care and Haematology service throughout the Cairns and Hinterland Hospital and Health Service in accordance with the standards of the discipline and the ethics of the profession.
- Specific duties include participation in ward rounds, outpatient services, procedural work, multidisciplinary team meetings and consultative service to and collaboration with other medical teams or professional streams.
- Participate in the on-call roster to provide after-hours services in accordance with the needs of the Health Service on a rotational basis.
- Conduct outpatient clinics throughout the Cairns and Hinterland Hospital and Health Service.
- Actively support the delivery of private practice where reasonable and clinically appropriate in accordance with the Granted Private Practice Agreement.
- Participate in Outreach, Telehealth and Tele-chemotherapy services, as directed
- Manage the administrative requirements of patient care ensuring documentation of relevant clinical information clearly, concisely, accurately and appropriately with minimal delay.
- Ensure appropriate handover of patients as required
- Contribute to and participate in model of care initiatives that are inter-disciplinary
- This is a senior Medical Position and carries with it the professional responsibilities of clinical leadership, teaching and training as well as administrative requirements.
- Role model desired standards of behaviour, promoting a positive attitude, enthusiasm, respect and support of other staff, and effective ethical decision making
- Demonstrate a commitment to working as a team member with peer medical, junior medical, nursing and other clinical staff to provide efficient team functioning, positive patient outcomes and safe quality care across the continuum.

## Quality assurance and clinical governance activities

- To assist the Clinical Director in administrative duties, as required including review of Haematology service standards, guidelines, procedures and policies to reflect best practice and evidence-based medicine.
- Actively participate in and contribute to quality improvement activities within the Haematology service to ensure that all aspects of the service are regularly reviewed and opportunities for improvement identified.
- Ensure and review the quality of patient care by active participation in clinical audit and peer review programs
- Active participation and attendance at clinical and departmental meetings
- Active participation in clinical incident management and resolution as required by the Clinical Director and executive leadership team.
- Assist in risk management and critical incident monitoring including, but not limited to the investigation and resolution of complaints, concerns and compliments in a timely manner.
- Attend committees and other meetings, both within and outside the department, as requested by the Clinical Director
- Contribute as required in accreditation programs.

- Be aware of and comply with the organisation's quality standards, occupational health and safety policies, procedures and programs and provide clinical governance in the relevant work area.
- Participate in, Pathology Queensland meetings, the RCPA Quality Assurance Program and maintain credentials with Pathology Queensland Credentialing Committee. Ensure compliance with the Pathology Queensland and CHHHS service line agreement (SLA) and identify any opportunities to maximise service quality.

## Education and Training

- Promote and model a learning environment by sharing knowledge and expertise, participating in teaching and research activities and supporting the development of colleagues.
- Contribute to the supervision, education and training of junior medical, nursing and other clinical staff, including participating in their performance appraisal and feedback processes.
- Participate in both undergraduate and postgraduate teaching activities.
- Provide close clinical supervision and professional development of Registrars and Junior Medical Staff in the department to ensure a high standard of clinical practice.
- Provide appropriate training for registrars seeking specialist registration with the relevant professional colleges.
- Mentoring of other staff as required.
- Provide supervision and training to the Haematology laboratory registrar.
- Support the Haematology laboratory staff with training and education.

## Research and Professional Development

- A commitment to facilitate, conduct and participate in clinical and/or basic research is desirable.
- Participate in Continuing Professional Development activities as required by the relevant specialist college and the Clinical Director to maintain personal knowledge, professional improvement and accreditation.
- Participate in annual performance appraisal and performance management.
- Comply with the CHHHS mandatory training requirements.
- Support other staff to comply with policies, procedures and mandatory training and continuing professional development requirements.
- Adhere to professional conduct and appropriate team professional relationships.

## Additional responsibilities

- Assist the Clinical Director in the day-to-day running of the Haematology services as directed.
- Undertake additional duties as directed by the Clinical Director including representing the service at forums and committees, offering expert advice, counsel and leadership on clinical service delivery and development.
- Contribute to cost sustainability in the provision of health care within the CHHHS by the efficient utilisation of resources.
- Actively participate in clinical networks and work collaboratively with health care teams across the care continuum.

- Assist other Haematologists at the Cairns Haematology laboratory ensuring that the Pathology Queensland, Cairns Haematology Division provides a high quality, cost competitive, contemporary laboratory and consultative service for the Cairns Group Laboratories.

## Mandatory qualifications/Professional registration/Other requirements

- Appointment to this position requires proof of qualification and registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/ manager if you are the preferred candidate for employment.
- Registration as a Specialist Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).
- Must have Fellowship of the Royal Australian College of Physicians and the Royal College of Pathologists of Australia or equivalent and be registerable in Queensland as a Specialist Pathologist in Haematology.
- Applicants who have successfully completed their specialist examinations and are expected to meet the essential requirements within the next six months are also encouraged to apply.
- This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this type of vehicle is required. Proof of this endorsement must be provided before commencement of duty.
- **Vaccine Preventable Diseases (VPD)** evidence as required for your employment in accordance with legislation/government policy and Directives.
- It is a condition of employment for the employee in this role to be, and remain, vaccinated against or non-susceptible to the following Vaccine Preventable Diseases (VPDs) during their employment: **Measles, Mumps, Rubella (MMR), Varicella (chicken pox) and Pertussis (whooping cough)**. *Existing staff engaged prior to 1 July 2016 (and have not had a break in service) are not subject to this new condition of employment unless they are moving from one Hospital and Health Service to another Hospital and Health Service within Queensland. Existing staff that have previously submitted this evidence since 1 July 2016 will not be required to resubmit.*
- It is a condition of employment for the employee in this role to be vaccinated against or not susceptible to **Hepatitis B**. Proof of vaccination or non-susceptibility is a condition of employment for all staff (new and existing) who have direct contact with patients or who in the course of their work may be exposed to blood/body fluids or contaminated sharps.
  - It is strongly recommended that you complete the **VPD Evidence Form** and prepare your documents prior to meeting with the selection panel; however, you will only be required to supply the evidence if you are the preferred applicant. If you are the preferred applicant, your application for employment will not be successful unless you comply with this Queensland Health policy. Further information and Evidence Forms can be found at <https://www.health.qld.gov.au/employment/work-for-us/dept-of-health/pre-employment/vaccinations/providing-evidence>
  - A [Tuberculosis risk assessment form](#) is to be completed prior to commencement.

## How you will be assessed?

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

- A commitment to CHHHS values
- High level expertise, demonstrated experience and comprehensive contemporary knowledge of the provision of patient care in Haematology, inclusive of procedural and non-procedural aspects.
- Demonstrated commitment to high quality, patient-centred care and involvement in multidisciplinary, team-based care across the continuum.
- Ability to facilitate a learning environment by sharing knowledge and expertise, participating in teaching and research activities.
- Demonstrated involvement in teaching and training of medical, technical and other staff, including at a undergraduate and post-graduate level.
- Ability to demonstrate ongoing professional development of self and others.
- Demonstrated understanding of, and commitment to Clinical Governance
- Demonstrated commitment to participate in clinical audit programs to ensure the maintenance of high standards within haematology services.
- Evidence of the implementation of quality improvement and risk management initiatives to improve compliance, patient safety and practice.
- Active involvement in relevant departmental, organisational and external meetings e.g. college, association, national and international bodies
- Well-developed interpersonal, written and oral communication skills, including the ability to effectively use problem solving and conflict resolution frameworks.
- Well-developed organisational and time management skills and the ability to ensure that the administrative requirements of patient care are met.
- Ability to build and maintain effective relationships with internal and external stakeholders including colleagues, patients and their carers.
- Demonstrated ability to practise medicine in a cross-cultural environment.
- Demonstrated ability to supervise and manage staff in line with quality human resource management practices including employment equity, anti-discrimination, occupational health and safety.

## Your application

Please provide the following information to the panel to assess your suitability:

Please provide the following information to the panel to assess your suitability:

- Your current CV or resume (***see medical CV template provided online***) including the names and contact details of two referees. Referees should have a thorough knowledge of your capabilities, work

performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor.

- A short statement (maximum 1-2 pages) on how your experience, abilities and knowledge would enable you to achieve the key responsibilities and meet the key attributes.
- Certified copies of your:
  - Basic medical qualification
  - Fellowship (s)
  - Diploma (s)

## How to apply

- Queensland Health encourages applicants to apply on-line for our vacancies through [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)
- To do this, access the 'apply online' facility on the SmartJobs and careers website.
- Online applications have special requirements:

You need to create a 'My SmartJob' account before submitting your online application. Details are available through the Queensland Government SmartJobs and Careers website at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au);

You can 'save and submit later', allowing you to organise your attachments for submission at a later time, but before the closing date of applications.

By applying online, you can track your application through the process, maintain your personal details through registration and withdraw your application if required.

- Do not attach photographs, certificates, references or other large graphics to your application.
- Any documents attached to Smartjobs should be in Microsoft Word, or .jpg, .gif, .bmp, .png, .rtf, .txt, .doc or docx. Do not upload zipped files, pdf documents created through Microsoft Word 2007, tagged pdfs or protected documents.
- Late applications cannot be submitted via the SmartJobs website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the Recruitment Services team to arrange this.
- If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV (13 74 68).
- Hand delivered applications will not be accepted.
- All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.
- If you require any other assistance, please contact Recruitment Services on 07 4226 3752.

## Additional information

- Applications will remain current for 12 months.
- Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.
- Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt.

- Applicants are required to disclose any pre-existing illness or injury which may impact on their ability to perform the role as per [section 571 of the Workers' Compensation and Rehabilitation Act 2003](#).
- Under the [Public Service Act 2008](#), applicants are required to disclose any previous serious discipline history taken against them.
- Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- All Queensland Health staff, who in the course of their duties formulate a reasonable suspicion that a child has suffered, is suffering, or is at unacceptable risk of suffering significant harm in their home/community environment and may not have a parent able and willing to protect the child from harm. have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- Some roles within Queensland Health are designated as 'Vaccination Preventable Disease (VPD) risk roles. A VPD risk role is a role in which the incumbent may be exposed to the risk of acquisition and/or transmission of a VPD. If you are applying for a role that has been designated as a VPD risk role you must be able to provide evidence that you either have been vaccinated against the VPD's listed in the role description; or you are not susceptible to the VPD's listed in the role description.

You will be asked by the recruiting manager to supply this evidence if you are the preferred candidate for the role. Any job offer would be subject to the supply of evidence related to VPD in addition to other required employment screening. The majority of our frontline clinical roles require at a minimum vaccination against measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) and Hepatitis B. The following tools will assist if you are required to provide evidence of VPD vaccination:

- VPD Evidence guide
- VPD evidence form – Doctor
- VPD evidence form – Self

Please head to our [Vaccinations Homepage](#) for more information on how to provide your evidence.

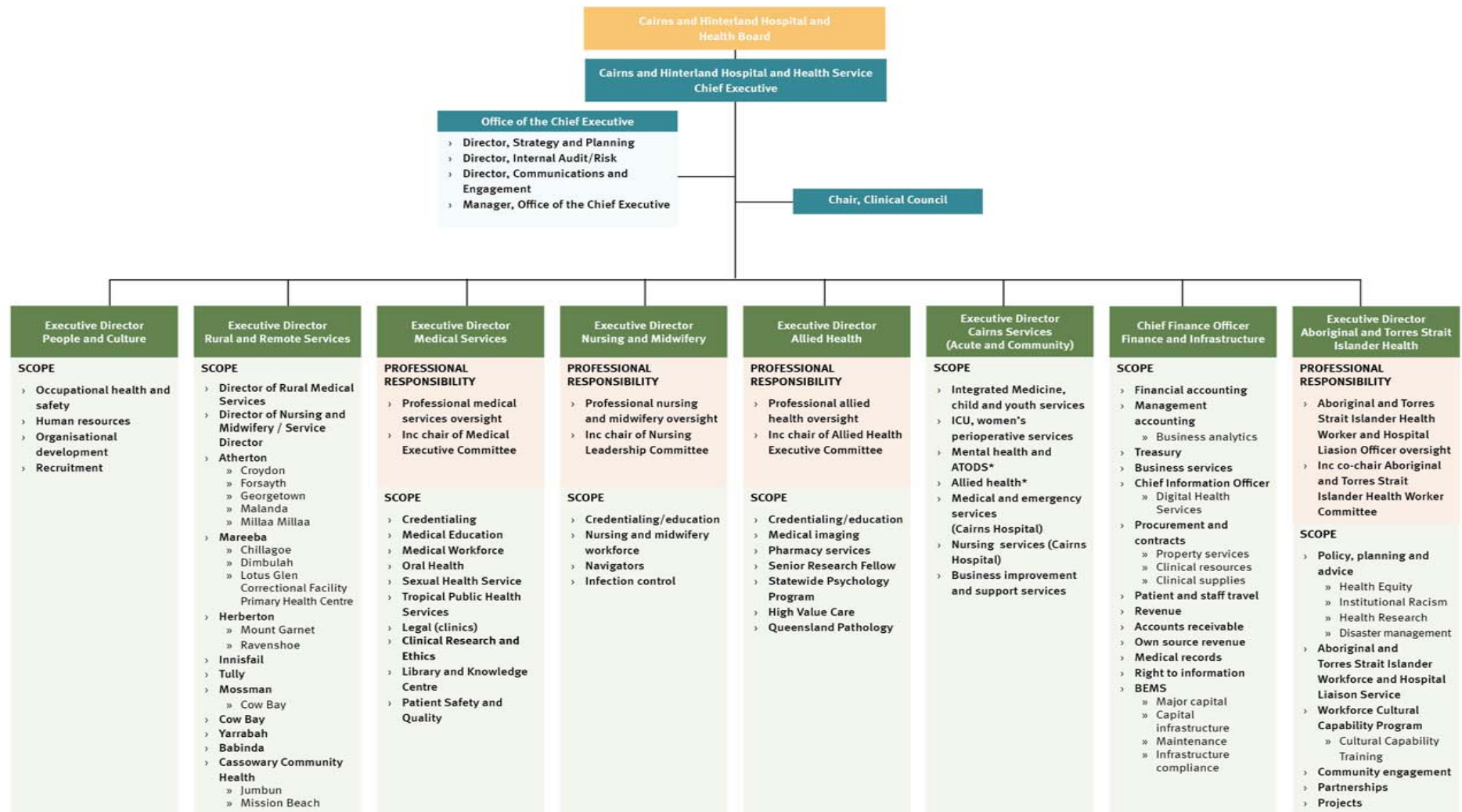
- Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at <https://www.qld.gov.au/gov/system/files/documents/lobbyist-disclosure-policy.pdf?v=1454302064>

## Declaration of outside practice

Given the extensive nature of the duties for this position, it is incumbent on the Service to understand exactly what other duties you may have. As such, notification of all other medical officer engagements is required, whether as an employee, contractor or business owner, including the following detail of such engagements:

1. Nature of engagement
2. Location
3. Working times
4. Duration of work
5. On call commitments

# Organisational Chart



\* HHS Wide