Te Whatu Ora
Health New Zealand
Waitematā

Haematology Research
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Haematology Research Fellow – Position Description

Date:	
Job Title:	Haematology Research Fellow
Department:	Haematology Service, Specialty Medicine & Health of Older People Division
Location:	North Shore Hospital – Waitakere District
Reporting To:	Clinical Director – Haematology Research Unit Manager Haematologist Research Lead Haematology Research Nurse Manager
Direct Reports:	None
Functional Relationships With:	**Internal** Clinical Leader Haematology Haematologists Haematologist Booking & Scheduling Clerk CNM Outpatients General Medical Registrars Operations Manager Haematology HOD Medicine General Manager- Specialty Medicine & Health of Older People Services Haematology Coordinators Thrombosis CNS Chemotherapy CNS Haematology Day Stay Nursing Staff Ward 5 Nursing staff Haematology Research CNS and Data Coordinators Haematology Clinical and Laboratory Registrars Haematologist Research Lead Haematology Research Nurse Manager Research office **External** Patients and their families General Practitioners Regional DHBs Private Haematologists Medical Educational Institutions Collaborative trial groups Pharmaceutical companies Contract research organisations Ethics committees External suppliers

Our Purpose, Values and Standards

At the heart of Waitematā District is our promise of 'best care for everyone'. This promise statement is the articulation of our three-fold purpose to:

1. promote wellness,
2. prevent, cure and ameliorate ill health, and
3. relieve the suffering of those entrusted to our care.

At the heart of our values is the need for all of us to reflect on the intrinsic dignity of every single person that enters our care. It is a privilege to be able to care for patients, whānau, and our community; a privilege that is sometimes overlooked in our day-to-day work.

Our standards and behaviours serve as a reminder to us all about how we are with our patients and with each other.

Key Tasks	Expected Outcomes
Act as Principal Investigator and/or Sub-Investigator for the current clinical trials	• Ensure that clinical studies are carried out according to International Conference on Harmonisation (ICH), regulatory authorities' requirements and any other local requirements. • Have an understanding that when a trial is sponsored by an agency/pharmaceutical company, they may be requested to follow their procedures in order to comply with company obligations. Agreement between all parties should be discussed before initiating the trial. • Ensure that they are appropriately qualified to conduct the trial. • Inform the subject's primary physician about the subject's participation in the trial if the subject has a primary physician and if the subject agrees to the primary physician being informed. • Declare any conflicts of interest, payments, etc, from other parties. • Ensure that the financial aspects of a trial are documented in an agreement between the Sponsor and the investigator/institution. • Maintain a list of any delegated duties with respect to the trial, and the persons and qualifications of those persons to whom the duties are assigned. • Provide appropriate supervision, oversight and management to all staff to whom specific trial-related duties have been delegated. • Provide regular, appropriate and timely training to all staff. All training should be clearly documented and filed in the Investigator Site File. • Demonstrate that adequate subject recruitment is likely to be possible, with necessary time available to conduct the study to GCP requirements, and with adequate facilities and trial staff. • Provide medical care to trial participants as necessary as a result of any adverse events experienced during or following the trial that are related to the trial, and must be responsible for all trial-related medical decisions. • Possess, prior to trial commencement, a favourable Health and Disability Ethics Committees (HDEC) endorsement of trial protocol, patient information and consent documents, recruitment procedures, consent form updates and any other information given to subjects. • Present all trial-related documents to the HDEC for review, including the Investigator's Brochure as well as updates. • Ensure that the trial is conducted according to the approved protocol. • Document any deviation from the protocol for later review.

Key Tasks	Expected Outcomes
	• Ensure that no deviation from the protocol occurs without HDEC endorsement, unless it is required to prevent imminent harm to participants. • Maintain adequate and accurate source documents and trial records that include all pertinent observations on each of the site's trial subjects. Source data should be attributable, legible, contemporaneous, original, accurate and complete. • Maintain the trial documents as specified in Essential Documents for the Conduct of a Clinical Trial. • Ensure accountability of the investigational product at the trial site(s). • Ensure that subjects have been made fully informed of all trial procedures and risks, and have given written consent, and that the principles and essential elements of informed consent are upheld and included in the information document. • Note: Although a subject is not obliged to give his/her reason(s) for withdrawing prematurely from a trial, the investigator should make a reasonable effort to ascertain the reason(s), while fully respecting the subject's rights. • Be thoroughly familiar with the appropriate use of the investigational product(s), as described in the current protocol, in the current Investigator's Brochure, in the product information and in other information sources provided by the sponsor. • Ensure that all persons assisting with the trial are adequately informed about the protocol, the investigational product(s), and their trial-related duties and functions. • Submit written summaries of the trial status to the HDEC annually, or more frequently if requested by the HDEC. • Provide written reports to the sponsor, the HDEC and, where applicable, the institution promptly on any changes significantly affecting the conduct of the trial, and/or increasing the risk to subjects. • Comply with the applicable regulatory requirement(s) related to the reporting of unexpected serious adverse drug reactions to the regulatory authority(ies) and the HDEC. • Inform the trial subjects if the trial is prematurely terminated or suspended for any reason, as well as the institution and should assure appropriate therapy and follow-up for the subjects, and, where required by the applicable regulatory requirement(s), inform the regulatory authority(ies).

Key Tasks	Expected Outcomes
Clinical duties	• To attend Research clinic (2 clinics per week). • Consenting patients for clinical studies, conducting clinician tasks during screening and follow-up visits under the supervision of the clinical supervisor and principal investigator of the study. • Managing research patients. • Addressing clinical queries from research coordinators, research nurses, patients, clinical research associates, and medical monitors, under the supervision of the clinical supervisor and principal investigator of the study. • Provide a high standard of clinical practice in the management and delivery of haematology research care for the people of the WAITEMATA DISTRICT region. • Conduct self-directed research projects. • To conduct one research project during employment as Haematology Research Fellow aiming to have the results (preliminary or final) presented at an international meeting. • Interest specific clinic (1 per week) if time permits. • An outpatient clinic for patients who are not on a clinical trial. Attempts will be made whenever possible to ensure that the patient-mix in this clinic aligns with the expressed interest of the fellow (eg, thrombosis clinic, lymphoma clinic). • Attend departmental meetings (whenever possible). • Attend regional lymphoma conferences, leukaemia conferences, Blood Club, journal clubs and chemotherapy meetings. • When the fellow is on leave or sick, SMOs are expected to cover for the workload (ie, the Fellow's clinics). • Laboratory haematology including performing and reporting bone marrow biopsies, blood film evaluation, and reporting for clinical trial patients.
Continuing education	• Complete Good Clinical Practice training gaining certification. • Contribute to professional development within the team. • Complete annual mandatory training for WAITEMATA DISTRICT. • Attend relevant education and information session held at WAITEMATA DISTRICT. • Identify self-learning needs and initiate self-learning. • Conduct regular teaching for nurses and members of the research team on a monthly basis

Key Tasks	Expected Outcomes
Professional conduct	• Form and maintain effective working relationships with the WAITEMATA DISTRICT and external groups. • Treat peers, colleagues and external parties with dignity and respect in line with the WAITEMATA DISTRICT Values. • Actively work together to deliver beyond expectations. • Take ownership and accountability and display energy, initiative and follow through to achieve goals and meet targets. • Communicate effectively with internal and external parties. • Actively listen, identify needs and share views and information to build trust and deliver results. • Identify, implement and share processes that enhance the potential of the team to deliver excellence.
Statutory and Treaty of Waitangi obligations	• Ensures the professional and political integrity of Waitemata District by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the Treaty alive. • Shows sensitivity to cultural complexity in the workforce and patient population.
To recognise individual responsibility for workplace Health and Safety under the Health and Safety at Work Act 2015	• Contribute to a safe and healthy workplace at WAITEMATA DISTRICT by: • Following and complying with Health and Safety policies and processes, and applying them to their own work activities, including using/wearing Personal Protective Equipment as required. • Participating in activities directed at preventing harm and promoting well-being in the workplace • Identifying, reporting and self-managing hazards where appropriate • Early and accurate reporting of incidents at work and raising issues of concern when identified.

Critical Competencies

Quality orientation	• Shows particular attention to detail and initiation of self-checking procedures, ensuring high levels of accuracy and consistent quality of data. • Understands good clinical practice standards for conducting clinical trials. Monitors quality and devises systems to support continuous improvement, implementing corrective procedures where required.

Organising	• Manages workload/flow for multiple projects simultaneously, recognises and addresses barriers, and takes account of changing priorities. All deadlines, including those determined by external circumstances, must be met.
Analytical ability	• Logically breaks down complex information to identify key aspects, casual factors and links between information from different sources, resolving any inconsistencies identified.
Judgement/decisiveness	• Considers and develops options, identifies pros and cons, and makes effective decisions within appropriate time-frames and levels of responsibility. • Recognises critical factors and weighs up risks appropriately, and knows when to ask for help.
Teamwork	• Collaborates with fellow research team members, clinicians, nurses and representatives of collaborative trial groups, drug companies or contract research organisation, research development office, HDEC, and Ministry of Health to achieve objectives. • Actively contributes to and accepts consensus decisions and seeks out opportunities to support others in achieving goals.
Effective communication	• Expresses information effectively, orally and in writing, adjusting language and style to recipients, and considers their time-frame of reference. • Communicates and consults effectively with patients and colleagues from diverse backgrounds. Recognises and respects individual differences. • Actively listens, drawing out information and checking understanding. Empathises with others and considers their needs and feelings.
Patient orientation	• Develops positive working relationships with patients, identifies and seeks to meet their needs. Treats them as first priority and improves service. Maintains confidentiality of patient information.
Self-management	• Sets high standards and strives to achieve goals that extend self. Displays drive and energy and persistence to overcome obstacles. Copes with stress, is resilient to change and understands personal limitations. Knows when to ask for help. Is proactive and displays initiative.
Learning	• Constantly strives to build clinical knowledge and research skills. Acknowledges and learns from mistakes, and improves outcomes. • Participates in appropriate training courses and attends scientific meetings where required.

Computing	• Is able to use standard software applications (MS Office Suite, MS Access) to undertake complex tasks. • The role requires preparation of letters, ethics applications, protocol summaries, treatment instructions for clinicians, information sheets for patients as well as other trial documentation, Power Point presentations and Excel spreadsheets.

Person Specification

	Minimum	**Preferred**
Qualification	• Vocationally Registered Haematologist. • First degree and a higher degree in a course-relevant subject. • Possess sufficient specialist knowledge in the discipline to develop research programmes and methodologies. • A nationally recognised authority in the subject area. • Experience of teaching at undergraduate level.	• PhD or accepted equivalent based on cognate area of understanding. • Evidence of published research with a strong publication record in high-quality publications. • Experience of managing research projects and teams. • Successful in obtaining grant funding.
Experience	• Possess sufficient specialist knowledge in the discipline in order to develop research programmes and methodologies. • A nationally recognised authority in the subject area. • Knowledge of haematology procedures	• Background in clinical trials research. • Knowledge of current Good Clinical Practice guidelines.
Skills/Knowledge/ Behaviour:		
Communication	• Routinely communicate complex and conceptual ideas to those with limited knowledge as well as to peers using high-level skills and a range of media. • Present results of scientific research to sponsors at conferences.	

Teamwork	• Act as team leader. • Develop productive working relationships with other members of staff. • Coordinate the work of colleagues to ensure equitable access to resources and facilities. • Excel in initiative, problem solving and decision making. • Deal with standard problems and help colleagues to resolve their concerns about progress in research. • Assess, interpret and evaluate outcomes of research. • Resolve problems of meeting research objectives and deadlines. • Develop ideas for generating income and promoting the research area. • Develop ideas for application of research outcomes. • Decide on research programmes and methodologies	
Work Environment	• Be aware of the risks in the workplace and the potential impact on their own work and that of others. • Depending on area of work (eg, laboratories, workshops, studios) conduct risk assessments, take steps to reduce hazards, and take responsibility for the health and safety of self and others.	