



POSITION DESCRIPTION

Title:	RN Division 2/ EN
Area/Group:	Ovarian Cancer Biomarkers
Reporting to:	Nicole Fairweather
Date Last Updated:	23/8/10
Current Occupant:	N/A

1. About Prince Henry's Institute

Prince Henry's Institute is a NHMRC accredited, not-for-profit, independent medical research institute located at Monash Medical Centre in Clayton, Victoria, Australia. The Institute employs approximately 100 research staff, 20 administration/support staff and hosts 30 undergraduate and postgraduate students.

Our research involves the investigation in the fields of reproductive health, hormone action, sex determination, cancer, obesity, cardiovascular disease and bone health. The Institute works to improve the quality of life by finding and improving methods for prevention, diagnosis and treatment of a variety of health conditions.

2. Purpose of Position

The position is a part time position 0.6EFT(24 hours per week) located within the Ovarian Cancer Biomarkers Group at Prince Henry's Institute. The staff member will be based at Moorabbin, reporting to Clinical Collection Coordinator Nicole Fairweather and funded by an OCRF Grant. The position will assist clinicians in the collection of clinical samples as part of a research project directed to the identification of clinical markers of gynaecological cancers using proteomic methodologies

3. Accountabilities and Responsibilities

Candidate Recruitment & Sample Collection

- Recruitment of women from the different clinics prior to routine gynaecological surgical procedures.
- Identifying suitable candidates from surgical lists and obtaining informed consent.
- Regular liaison with scientists to determine tissue sample requirements and with clinical staff to identify suitable subjects will be necessary.
- Collection of blood from patients and process under defined conditions
- Collection of tissues (ovarian and endometrial biopsies, hysterectomy specimens) and uterine lavages from the operating theatres of the hospital and process under defined conditions

Other Duties & Responsibilities

- Collection and documentation of pathology results
- Maintaining a computer database
- Interaction with the staff of the Southern Health Tissue Bank Node
- Travel to associated hospitals (Mornington Peninsula, Cabrini, Freemasons, Box Hill)

The appointee will work under direction of the Clinical Collection Coordinator and directly with gynecological oncology staff at Southern Health and other facilities. The appointee will liaison between the clinic and the laboratory and must be able to organise the collection of samples and documentation according to defined protocols and deliver such samples to the appropriate staff in the laboratories. *The appointee must be flexible in his/her hours to match the surgery schedules at the various hospitals.*

Compliance and Legislative Knowledge

- Comply with PHI policies and procedures and relevant appropriate legislation
- Meet Occupational Safety and Health, anti-discrimination, equal opportunity and other legislative requirements in accordance with the parameters of the position.

Occupational Health, Safety and Environment (General)

- Take reasonable care to ensure personal safety at work and to avoid adversely affecting the safety or health of any other person through an act or omission at work;
- Comply with the Institute's OHS policies and procedures, including reporting of incidents and near misses;
- If supervision of staff or contractors is required, promote a safe working environment by ensuring these staff or contractors are trained in matters relevant to the performance of their tasks and are aware of their obligations under OHS policies, procedures and legislation.

Equal Opportunity (EO)

Comply with the Institute's EO policies and procedures.

Legal Compliance

All staff are required to be aware of and adhere to both legislation and Institute policy relevant to the duties undertaken.

4. Working Relationships

Internal

- Nicole Fairweather Clinical Collection Coordinator
- Associate Professor Tom Jobling- Head of Gynaecology Oncology Unit Southern Health
- Ovarian Cancer Biomarkers Scientists

External

- Clinical staff including gynecological oncologists
- Clinical Patients
- Theatre staff and administrators at various hospitals and specialists rooms

5. Selection Criteria

Qualifications

Essential

- Registered Nurse Division 2 / EN
- Current practicing certificate

Desirable

- Blood collection / pathology experience

Knowledge & Skills

Essential

- Excellent communication and organisational skills
- Proven time management skills
- Intermediate computing skills as a minimum

Experience

Desirable

- Research, pathology or theatre experience
- However, not essential – successful candidate will be fully trained in all aspects of required skills

Personal Qualities

Essential

- Own car
- Attention to detail
- Demonstrated ability to work as part of a team
- Flexibility of hours
- Good personal presentation

6. Endorsement

Name: (Supervisor)			
Signed:		Date:	
Name: (Employee)			
Signed:		Date:	
Name: (HR Officer)			
Signed:		Date:	