

POSITION DESCRIPTION

Position Title	Medical Director of Cancer Services
Reports to (Title)	Group Director Medical Services
Executive Director	Group Director Medical Services
Department	Medical Administration
Position Location	Malvern
Award/Agreement	Salary & Conditions in accordance with Contract of Employment
Delegation of Authority Level	5

Position Summary & Role Purpose

The Medical Director of Cancer Services is a senior medical leader responsible for providing strategic, clinical and operational leadership for medical oncology and haematology services across Cabrini Health, and partnering with radiation oncology services provided by a third-party provider. The role is accountable for advancing excellence in patient outcomes, clinical governance, service innovation, workforce development, research and education while ensuring the delivery of safe, sustainable and person-centred cancer care.

Key Result Areas

1. Key Responsibilities, Outcomes and Activities

1.1 Leadership and people responsibilities:

- Deliver a strategic plan for future services provided by medical oncology and haematology services across Cabrini, and
 - Delivers high quality evidence based care
 - Provides optimal clinical outcomes
 - Provides excellent patient and family experience
 - Develops economically viable and sustainable services
 - Supports the development of models of care aligned around tumour streams
- Lead multidisciplinary collaboration, clinician engagement and organisational change while fostering wellbeing, diversity and inclusion.
- Chair peak cancer management committee(s)
- Represent Cabrini on key external strategic cancer committees, including Southern Melbourne Integrated Cancer Service (SMICS) Governance Group.

1.2 Operational Responsibilities

- Lead clinical governance, quality and safety activities across cancer services, including monitoring key performance indicators, risk management, accreditation requirements, adverse event review, and continuous improvement initiatives to support safe, high-quality, evidence-based care
- Oversee the development and implementation of more standardised, evidence based treatment protocols

- Work with medical, nursing and allied health clinicians to develop and implement strategies to enhance the patient and family experience
- Work with the Cabrini Institute and Information Services Department to enhance data collection to monitor practice in the short term and report on outcomes in the long term
- Oversee and manage the budgets relating to the delivery of medical oncology and haematology services
- Develop, monitor and report on KPI's relating to medical oncology and haematology including:
 - compliance with evidence based care
 - Use of standardised treatment protocols
 - Documentation of goals of treatment
 - Appropriate use of palliative care service
 - Avoidance of futile care
 - Number of patients with treatment guided by multi-disciplinary team meetings
 - Incidence of complications of treatment.

1.3 Management Responsibilities

- Provide professional leadership and oversight of medical practitioners working within cancer services through monitoring of quality indicators, peer review processes, professional standards, credentialing requirements and continuous professional development activities.
- Work with medical, nursing and allied health clinicians to develop strategies to:
 - Promote efficient use of resources and eliminate waste
 - Improve the financial outcomes of treatment.
- Foster research, innovation, education and leadership development through collaboration with the Cabrini Institute and multidisciplinary clinical teams.

1.4 Quality and Cabrini Resource Management

- Adhere to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter
- Provide leadership in medical oncology and haematology
- Promote quality improvement as an integral part of service provision; participate in continuous improvement; develop quality activities and practices as needed.

1.5 Contributes to the achievement of professional expertise for self and direct reports through:

- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Cabrini management performance framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.

2. Work Health and Safety

Cabrini is committed to providing facilities and services which minimise the risk of physical and psychosocial harm to our workforce, patients, residents, clients and visitors, so far as is reasonably practicable.

To achieve this, managers are required to implement, in consultation with their employees, the

components of Cabrini's work health and safety management systems (the collection of policies, procedures, guidelines, other related documents and resources) to control the hazards that their employees, and any other person exposed to the work they do, may face. The WHS management system enshrines a risk management approach to managing hazards. For any hazards not explicitly covered in the WHS management system, managers are required to assess and control hazards as outlined in the WHS Risk Management Procedure.

Employees are responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions. This includes following the policies and procedures from the WHS management system that apply to their work, any local processes and instructions from their manager regarding how work is to be performed. Employees are responsible to report hazards, incidents and injuries to their manager.

The Cabrini WHS Department facilitate the ongoing development and review of the WHS management system, build the capability of managers to assess and manage wellbeing, hazards, incidents and injuries and provide advice and support in the management of these areas.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; Managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

3. Safety and Quality

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

4. Child Safety

Cabrini complies with the Victorian Child Safe Standards, as updated in 2022. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and practices aim to keep children safe from harm. All Cabrini staff must comply with all policies as amended from time to time including the following:

- Child safe organisational framework
- Child safety code of conduct
- Child safety reporting policy and procedure

Organisational Relationships

- Reports directly to the Group Director Medical Services
- Maintains a close collaborative working relationship with medical and nursing services senior management.

Committee Membership

- Chair the peak cancer management committee(s)
- Represent Cabrini on key external strategic cancer committees
- Participate in the electronic medication management committee to assist with the specific requirements of oncology in this project.

Staff Development

- Participate in professional development programs
- Maintain own skills and knowledge
- Remain up to date with contemporary human resources practices
- Contribute to the Cabrini professional development program as required
- Participate in performance reviews in accordance with Cabrini policy

Clinical Role

- There is no requirement to undertake clinical practice as part of this role
- The appointee can choose to maintain or establish a practice in medical oncology/haematology or other cancer related specialty at Cabrini, or may choose to work only in a non-clinical capacity.

Key Competencies

The Medical Director of Cancer Services must demonstrate the following requirements:

ESSENTIAL

Educational/Vocational

- MBBS or equivalent and postgraduate qualifications

Registration

- Unconditional specialist registration as a medical practitioner with AHPRA

Experience

- Strong background in clinical oncology, haematology, or other cancer related specialty
- Demonstrated experience in leadership and management
- Demonstrated experience in clinical governance and quality improvement.
- Demonstrated experience in problem solving and benchmarking
- Demonstrated experience in building and promoting change and continuous improvement

Knowledge

- Analytical and problem solving abilities
- Demonstrated ability to undertake change management processes.

HIGHLY DESIRABLE

- Qualification in leadership or management such as Master's degree in Health Administration, Public Health, Business.
- Experience leading service redesign and innovation programs.

Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment

Cabrini Mission, Values and Vision

Our mission

WHO WE ARE

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

WHAT WE BELIEVE

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

WHAT WE DO

We provide excellence in all of our services and work to identify and meet unmet need.

Cabrini Mission, Values and Vision - Cont

Our values

Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.

Compassion

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

Integrity

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

Courage

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

Respect

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

Behaviours that Matter

Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to “provide excellence in all of our services” which is translated into our quality goals of 100% right care, 100% patient satisfaction and 100% staff engagement.

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People & Culture.

We are committed to safety and quality:

Behaviours that matter	Unacceptable behaviours
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

We are here to provide service:

Behaviours that matter	Unacceptable behaviours
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

We work together to achieve the best outcome:

Behaviours that matter	Unacceptable behaviours
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

We exhibit a positive attitude:

Behaviours that matter	Unacceptable behaviours
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour

We want to build a just and sustainable community:

Behaviours that matter	Unacceptable behaviours
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless

APPROVAL

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.

I certify that this position description is an accurate description of the responsibilities assigned to the role

Approved: **Dr Piraveen Pirakalathanan**
 Group Director Medical Services

October 2026
Date