

POSITION DESCRIPTION

Position Title:	Tumour Bank Officer
Program (or DSG Organisation):	Pancreatic Cancer Group
Reports to (Title):	Amber Johns
Job Classification & Grade:	
Approved By:	Andrew Biankin and Amber Johns
Date:	February 2010

ESSENTIAL DUTIES and RESPONSIBILITIES

- Liaise with relevant surgical and hospital to identify eligible patients for tumour banking
- Liaise with Garvan staff to communicate patient information
Obtain information on individual patients' with regard to specific management plans and investigations to optimise data and sample acquisition. This may include collating information on each patient's treatment journey (past, present & future)
- Organise all necessary items for sample collection
- Be present at time Assist in the sample harvesting under the approved protocol
- Transport samples back to the Garvan when required
- Complete minimum data set on all relevant patients and return to the Garvan in a timely manner
- Assist with retrospective tissue and data collection when required
- Assist with SSWAHS ethics in accordance with NHMRC guidelines
- Provide assistance to research projects and cohort development when needed
- A current drivers licence and own car is required for this position

KEY COMMUNICATIONS

It is expected that the incumbent will be involved in and contribute to meetings and ongoing educational activities as part of the Cancer Research Program and NSWPCN.

The incumbent will also be required to communicate and provide direction to casual data entry staff

ORGANISATIONAL ENVIRONMENT

The Cancer Research Program is an integrated series of strongly interactive Research Groups undertaking research aimed at increasing the international knowledge base on the development, progression, treatment and prevention of human cancers. The current emphasis centres on developing a deeper understanding of the control of cellular proliferation and differentiation in hormone-dependent cancers. At present the areas of research activity being pursued include: signal transduction, cell cycle, steroid hormone action, epigenetics, development and translational research.

The Program's Translational Research Group is concerned with assessing the potential clinical significance of key genes identified in the basic research projects in predicting disease progression and response to therapy in cancer.

The Garvan is currently involved in an inter-disciplinary collaboration with a number of teaching hospitals. The aim is to bridge the gap between clinical practice and the molecular and cell biology of

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cancer. For this goal to be met efficient acquisition, analysis and interpretation of clinical, pathological and molecular data must occur.

FORMAL QUALIFICATIONS

The tumour bank officer must have a strong clinical background, ideally in the area of nursing or other related clinical discipline.

EXPERIENCE, KNOWLEDGE and SKILLS REQUIRED

Proven coordination or management experience is essential

Knowledge and/or experience with database systems and records management are essential.

Strong clinical background essential.

Be mindful of all the occupational health and safety issues applying within the laboratory and ensure that all tasks are carried out in accordance with prescribed safety standards. Any unsafe or potentially unsafe practices or hazards should be brought to the immediate attention of the supervisors and the Institute's Occupational Health and Safety Committee.

PERSONAL ATTRIBUTES

The position holder should possess the following personal attributes and qualities:-

- Clinical management knowledge and general knowledge of disease
- Well developed administration skills
- Experience in records management and knowledge of databases
- Ability to use initiative and work autonomously
- Ability to organise workload efficiently
- Attention to detail
- Ability to work in a team
- Strong communication and interpersonal skills

GENERAL

All staff:

- are required to exercise Occupational Health Safety and Rehabilitation responsibility, accountability and authority as outlined in the Garvan OHS Roles and Responsibilities Document (located on the Garvan Intranet) to ensure a safe working environment for self and others;
- are required to cooperate with and adhere to all health and safety policies, procedures and programs of the Garvan and take all reasonable care that their actions or omission of actions do not impact on the health and safety of others in the Institute;
- have a responsibility to co-operate with management and staff with nominated or elected OH&S functions;
- not misuse, damage, refuse to use, or interfere with anything provided in the interest of occupational health and safety;
- must immediately report any unsafe work conditions or equipment to management; and
- must participate in compulsory safety training.