

Position Description

Position title	Data Coordinator - Haematopoietic Stem Cell Transplant (HSCT) Registry
Department / Division	Children's Cancer Centre / Medicine
Classification	Grade 4 Year 1 – Grade 4 Year 5 (AO41 – AO45)
Position reports to	Operational: Quality Manager, Children's Cancer Centre, Quality and Improvement Professional: Stream Leader, Bone Marrow Transplant (BMT)
No. of direct & indirect reports	n/a
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

<p>The Royal Children's Hospital</p> <p>The Royal Children's Hospital's (RCH) vision is <i>a world where all kids thrive</i>.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>

<p>ROLE CONTEXT</p> <p>The HSCT Data Manager is a member of the Bone Marrow Transplant team in the Children's Cancer Centre (CCC) and plays a key role in the delivery of the HCST Program. This role works alongside Consultant Paediatric Oncologists, Advanced Practice Nurses, Clinical Trials team members and the CCC Quality Manager to ensure the department's data management responsibilities are met.</p>

ROLE PURPOSE
The Data Manager (HSCT) is responsible for the collection of accurate and complete transplant clinical and research data to the national and international blood and marrow transplant registries relating to haematopoietic stem cell transplantation (HSCT) within the Children's Cancer Centre (CCC).

KEY ACCOUNTABILITIES
<p>Stakeholder management</p> <ul style="list-style-type: none"> • Provide high level customer service to internal and external stakeholders, including transplant and donor registries • Coordinates information among cancer centre administration and transplant physicians <p>Administration</p> <ul style="list-style-type: none"> • Preparation and submission of pre- and post-transplant reports to stakeholders, transplant registries, donor registries and cord blood banks prior to any specified deadline for both autologous and allogeneic transplants • Organise, collate and submit complex medical data to Centre for International Blood and Marrow Transplant Research (CIBMTR), which meets strict reporting standards and deadlines • Interpretation of bone marrow transplant, engraftment, infusion and infection data • Collaboration with BMT team to obtain data for registry • Attendance at, and active contribution to relevant meetings for transplant planning and scheduling <p>Quality</p> <ul style="list-style-type: none"> • Collaborate with Strategy and Improvement team for reporting to the Foundation for the Accreditation of Cellular Therapies (FACT) and the CIBMTR • Ensure consent has been appropriately obtained prior to data collection and transmission on any HSCT patient • Maintenance of patient and donor confidentiality and consent at all times • Compliance with transplant and donor professional standard guidelines for optimal patient and donor care and outcomes • Prepare and maintain submissions to the RCH Human Research Ethics Committee (HREC) for transplant or donor registries or related research projects in accordance with site, sponsor and regulatory guidelines • Coordinate transplant and donor data retrieval and outcome analysis • Initiate and participate in audit and continuous improvement activities

QUALIFICATIONS AND EXPERIENCE
<p>Essential:</p> <ul style="list-style-type: none"> • A tertiary qualification in an analytically based discipline; preferably medical/nursing/biological science-related Specialty (minimum 2 years) • Demonstrated ability to engage and build strong relationships • Experience in continuous improvement <p>Desirable:</p> <ul style="list-style-type: none"> • Demonstrated knowledge of HSCT and cell therapies • Knowledge and/or experience with transplant and donor registries and related quality systems

KEY SELECTION CRITERIA
<ul style="list-style-type: none"> • Strong customer service with the demonstrated ability to lead, build and maintain key working relationships across organisation and ensuring a high level of service to customers

- Demonstrated ability to work with initiative, autonomy and lead others in the pursuit of team goals
- Excellent verbal communication, interpersonal skills and attention to detail with the ability to interact with a variety of stakeholders
- Proven ability to work both autonomously, and within a team
- High-level organisational skills and attention to detail, and ability to manage competing and conflicting priorities and meet deadlines

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs



- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated	April 2026
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