The Victorian Institute of Forensic Medicine (VIFM)

The VIFM is a statutory authority established by the Victorian Institute of Forensic Medicine Act 1985. It is part of the Justice portfolio and reports through the Strategic Policy and Legislation Division of the Department of Justice. The Director of the Institute holds the Chair of the Forensic Medicine at Monash University and the Institute also operates as the Department of Forensic Medicine at Monash University.

VIFM is based in a purpose built facility in Southbank that also houses the Coroners Court of Victoria. The work of the Institute can be described as a cycle of three parts:

- Providing forensic medical & scientific services and tissue banking
- Learning from this work
- Researching and teaching

The Donor Tissue Bank of Victoria (DTBV)

The DTBV was established by the VIFM Council to provide a central facility for the acquisition, processing, storage, and distribution of tissue for transplantation. It is one of four service delivery units of the VIFM.

The DTBV has a statutory basis in the VIFM Act 1985, and is the only multi tissue banking facility in Australia. It retrieves, processes, stores and distributes cardiac, skin and musculo-skeletal tissue for transplantation to patients in Victoria and beyond. The source of the transplant tissue is largely from deceased persons whose deaths fall under the Coroner’s Act 2008 and whose families have consented to donation within 24 hours of death. The DTBV is also a central facility for a living donor bone banking program involving donations from patients undergoing surgery at approximately 30 hospitals (approximately 600 donations / year).

The DTBV is a Therapeutic Goods Administration (TGA) licensed facility. The licence includes the microbiology section of the DTBV which is also NATA accredited for medical testing. It is subject to regular audits by the Quality Management section of the VIFM as well as the TGA.
VIFM POSITION DESCRIPTION

DATE EFFECTIVE: January 2012

Head, DTBV – Role Context and Objectives

The Head, DTBV is a significant leadership position. In discharging his/her responsibilities, the appointee manages a team of 16 scientific, technical, administrative and nursing staff. A key focus is the management of external relationships, such as with the Coroners Court of Victoria, Ambulance Victoria, various public and private hospitals, the Australian Red Cross Blood Service, Donate Life, the Australasian Tissue and Bio-therapeutics Forum, the Australian Organ and Tissue Donation and Transplantation Authority and the regenerative tissue research and development sector. Good internal relationships within VIFM, especially with the Forensic Pathology Service, including the mortuary, are crucial.

In particular, the appointee is responsible for

i) Maintaining the TGA Licence
ii) Increasing donor numbers to underpin long term sustainability
iii) Leading the DTBV through significant organisational change and through a major building development
iv) Leading the DTBV through the change to the revised and updated TGA cGMP - Human Blood and Blood Components, Human Tissues and Human Cellular Therapies.

As the Production Nominee on the TGA Licence, the appointee has individual responsibility for the production activities of the DTBV, that is, for tissue grafts being produced in accordance with the TGA cGMP requirements.

The Head, DTBV is a member of the VIFM’s Executive Team and has responsibility jointly with others to contribute to the VIFM’s overall strategic direction, progress and performance. He/she also represents the DTBV/VIFM at state, national and international organ and tissue sector forums.

KEY ACCOUNTIBILITIES

1. The appointee is responsible for maintaining the TGA licence, increasing donor numbers at least back to the level pre 2008, ensuring the new DTBV facility meets and operates within TGA licensing requirements and ensures DTBV meets the requirements of the revised and updated TGA cGMP - Human Blood and Blood Components, Human Tissues and Human Cellular Therapies.

2. In accordance with relevant legislation, codes of practice, ethical standards, certification and licensing standards and requirements, including the Therapeutic Goods Administration’s cGMP Human Blood and Blood Components, Human Tissues and Human Cellular Therapies, manage all activities associated with the retrieval, processing, storage and distribution of human tissue for transplantation, associated with approved development projects and with microbiology laboratory outputs.

3. Lead the development of the Donor Tissue Bank to improve the operational and financial viability of the service and to increase the number of second generation products produced and then supplied to the hospital sector.
4. Make a significant contribution to the leadership of the Institute as a member of the VIFM Executive Team and more broadly.

5. Maintain and further develop effective relationships with external stakeholders including the national and state government officers responsible for the organ and tissue sector, the Coroners Court of Victoria, Ambulance Victoria, Australian Red Cross Blood Service, Donate Life, Australasian Tissue and Bio therapeutics Forum and the regenerative tissue research and development sector including the Alfred Hospital Burns Unit.

6. Maintain and further develop effective relationships with internal stakeholders in the forensic pathology service to ensure the provision of high quality tissue retrieval services and the highest level of collaboration.

7. Initiate and manage research and development projects.

8. Act as the delegated Production Nominee, as per the Therapeutic Goods Administration requirements. Specifically as production nominee, ensure that:
   - products are retrieved, produced, stored and distributed in a manner meeting the required quality standards;
   - the procedures relating to production operations meet the required standards and are strictly complied with;
   - the facilities and equipment are maintained to the required standards;
   - the appropriate validations are undertaken;
   - the required initial and continuing training of production personnel is performed.

9. Continuously improve the operations of the DTBV in accordance with VIFM’s quality framework.

10. Maintain up to date knowledge of global developments and emerging trends in tissue banking processes and apply that knowledge to operational improvement initiatives.

11. Maintain a current risk register and actively manage the DTBV operations using a risk management approach in accordance with VIFM’s Risk Management Framework.

12. Identify practice and process improvement opportunities to achieve more effective and efficient outcomes; manage change processes within DTBV and encourage receptiveness to innovation while balancing the needs of staff.

13. Support business development and financial management processes and planning within the DTBV ensuring a rigorous approach to budget management, assigning accountabilities and monitoring performance; apply commercial rigor in the development and monitoring of performance contracts with service providers.

14. Maintain the effective operation of the Donor Tissue Bank Advisory Board as its Executive Officer.

**KEY SELECTION CRITERIA**

1. A relevant science-related tertiary qualification. A post-graduate qualification in business management would be an advantage.

2. Extensive experience in tissue banking in a leadership role.
VIFM POSITION DESCRIPTION

DATE EFFECTIVE: January 2012

3. A very well developed working knowledge of the application of manufacturing and laboratory practice licensing and/or accreditation requirements in a health care context.
4. A history of success in the provision of expert advice and the development and implementation of strategic and business planning, and policies, in such an environment.
5. Well-developed understanding of the ethical and legal framework supporting organ and tissue donation with a demonstrated capacity to apply this to the operational aspects of the services provided by DTBV.
6. Demonstrated leadership and management skills.
7. Highly developed communication, interpersonal and problem-solving skills and the demonstrated ability to negotiate, influence and work effectively with a wide range of people and organisations within and outside the VIFM/DTBV.
8. A demonstrated interest in the academic aspects of tissue banking processes would be an advantage.

OHS & EEO RESPONSIBILITIES

The VIFM is committed to providing a safe and healthy environment for staff, ensuring that the workplace is free from harassment, bullying and discrimination and supporting the diverse skills, backgrounds and values of others. In accordance with this commitment employees are required to comply with all OHS Management System policies and procedures, and to take reasonable care to protect their own health and safety and the health and safety of others in the workplace. All staff are required to immediately report any incidents, hazards or near misses to the relevant Manager/Supervisor and actively participate in hazard elimination where required. In addition, staff must comply with Equal Opportunity policies and procedures, and undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination and in a manner that supports the diverse skills, backgrounds and values of others.

Also, all employees with people management responsibilities will:

- Be responsible for monitoring and improving the safety performance of their work area by investigating incidents, identifying hazards, initiating actions and participating in the resolution of safety issues.
- Participate in the local Health and Safety Committee and where required, liaise with their work area OH&S Representatives to ensure optimal safety performance.
- Ensure the effective implementation of all OH&S Management System policies and procedures, ensuring staff have adequate training to perform their job safely and new employees are effectively inducted to minimise safety risks within their area.
- Comply with Equal Opportunity policy, procedures and requirements, and undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination through thoughtful behaviour and leading by example and supporting the diverse skills, backgrounds and values of others.

IMPORTANT INFORMATION
Employees from the Victorian Institute of Forensic Medicine are required to demonstrate a commitment to follow the VIFM’s values & behaviours - Respect | Openness | Service | Integrity | Innovation and perform all of the key accountabilities (duties) of their Position. In conjunction with agreed goals as outlined in annual individual Performance Development Plans (PDP), employees are required to acknowledge that they have complied with the VPS Code of Conduct and exhibited the professional behaviours expected at VIFM, followed VIFM policies, in particular: Privacy and Confidentiality, IT Usage, Management of Records, Gifts and Hospitality and Information Security, including not storing VIFM information at home other than for authorised work purposes and confirm that there has been no change in their police clearance check status.

Reports, journal articles, the ICMS and other documents and images created in the course of employment at VIFM are copyright works that belong to VIFM.

You will need to disclose any pre-existing illness or injury that you know about which could be reasonably foreseen to be affected by the described work duties, If you fail to disclose such a condition, if employed, you will not be paid compensation for that condition in accordance with s.82 (7) of the Accident Compensation Act.

The successful applicant will be employed pursuant to the Victorian Public Service Agreement 2006 (Federal certified agreement).

As the Victorian Institute of Forensic Medicine (VIFM) evolves to meet changing needs, so will the roles required of its staff. Accordingly, staff and applicants should be aware that this document might not necessarily represent the full role that the staff member will perform in the long term. This document is intended to provide an overview of the role as at the date of advertisement.

The Victorian Institute of Forensic Medicine requires you to sign a confidentiality agreement and declare other personal information relevant to your employment. The VIFM will comply with the Information Privacy Act 2000 in the way it collects and handles this information.

All appointments to the Victorian Institute of Forensic Medicine are subject to the following checks: reference checks and criminal record check. Some positions may also be subject to a ‘Working with Children Check’
VIFM POSITION DESCRIPTION

DATE EFFECTIVE: January 2012