

## POSITION DESCRIPTION

<b>Position Title:</b>	Cardiac Physiologist
<b>Business Unit/Department:</b>	Cardiology
<b>Division:</b>	Cancer, Cardiology & Specialty Medicine
<b>Award/Agreement:</b>	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	Grade 3 – Year 1 to Year 4 (BC1 to BC4)
<b>Reports To:</b>	Chief Cardiac Physiologist
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	November 2025

### Position Purpose

As a member of the Cardiology team, the Grade 3 Cardiac Physiologist is at the forefront in the provision of advanced technical services for the investigation, diagnosis and treatment of heart disease through a specialised scope of practice

The Grade 3 Cardiac Physiologist must have sound knowledge and advanced technical skills in the investigation, diagnosis and treatment of heart disease. They act as a resource to other Cardiac Physiologists and will hold a high level of responsibility in their designated area. The Grade 3 Cardiac Physiologist holds a post graduate qualification in a designated specialist area, and is committed to his or her own professional development.

They will promote patient advocacy and contribute to efficient patient through-put, research, supervision, peer and trainee mentorship.

The grade three Cardiac Physiologist is a highly skilled part of the Cardiac Diagnostic Service team, and always strives to deliver excellent, evidence-based patient care. They conduct themselves with professionalism, kindness, and compassion in all interactions with patients and other staff.

### Business Unit Overview

The Western Health Cardiology service is part of the Division of Cancer, Cardiology and Specialty Medicine. It provides inpatient and outpatient cardiac services across both Footscray and Sunshine hospitals. Each site has a Cardiac Care Unit (CCU), Cardiac Catheterisation Laboratories (CCL), and provides Cardiac Diagnostic services across site.

The CCUs provide care for patients with acute coronary syndromes, arrhythmias, and decompensated heart failure as well as patients undergoing elective cardiac procedures. Each CCU consists of acute CCU beds and telemetry monitored beds. The CCU team provide the 24-hour cardiac arrest nursing team to both Footscray and Sunshine Hospitals. The Cardio-Geriatric Heart Failure inpatient service is also accommodated within the CCUs.

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The CCLs provide both diagnostic and interventional coronary procedures, electrophysiology, and some structural interventional procedures for inpatients and outpatients. The CCLs provide a 24-hour on-call service for urgent percutaneous coronary interventions, and participate the pre-notification STEMI service in collaboration with Ambulance Victoria.

The Cardiac Diagnostic service is situated at both Sunshine Hospital and Footscray Hospitals.

The service provides Cardiac Physiologist staff to the CCLs as well as providing and supporting inpatient and outpatient investigations and procedures including ECG, blood pressure and Holter monitoring. A full range of echocardiography services are offered, including transthoracic, trans-oesophageal, exercise and Dobutamine stress echo. The Cardiac Diagnostic Service is responsible the follow-up and management of all Western Health Patients with cardiac implanted electronic devices (CIED), including the provision of outpatient and remote monitoring, and support for device implants, inpatient checks, and MRI support.

The Paediatric Cardiology service is part of the Division of Women's & Children's Health and provides inpatient and outpatient Fetal and Paediatric Cardiology services. The Cardiac Physiologist employed within these services perform echocardiography, Holter monitoring and exercise stress testing for both outpatient clinics and inpatients in the Paediatric ward and Special Care Nursery.

Western Health Cardiac Services are supported by cardiology outpatient clinics across campus, inclusive of general cardiology clinics and specialist heart failure and electrophysiology clinics.

## Key Responsibilities

### Culture:

- Leads with Kindness
- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'
- Comply with the expected scope of the role and standards of performance in the role as described by the relevant professional bodies/industry standards
- Maintain registration and report any changes or limitations on practice if applicable
- Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience
- Treats others with compassion and professionalism.
- Comply with confidentiality obligations with regard to patients, consumers and colleagues
- Comply with all Western Health policies and procedures
- In conjunction with the service manager ensure employees are appropriately directed and supported to deliver high quality client centred care in line with the 'Best Care' Framework
- Lead and deliver high quality person centred inter professional care in line with the 'Best Care' framework
- Modelling and application of extensive evidence-based knowledge, clinical reasoning and competencies, to lead and enhance patient care and trainee education and supervision.
- Mentors junior staff with constructive and nurturing manner.
- Contribute to development and implementation of methods to ensure that staff in the area of responsibility have an appropriate, measurable level of competence.
- Identify, lead and support others to solve complex problems in area of responsibility
- Deliver expert and decisive advice, innovative options and solutions in area related to expertise.

### Leadership:

- Develops recommendations for senior management regarding complex service level issues.
- In conjunction with service managers, contribute to the development and implementation of processes to facilitate effective consumer participation, and ensure that appropriate responses are provided to customer feedback and complaints
- In conjunction with service managers, support staff to meet service targets/goals
- Provide positive leadership and role modelling which promotes effective teamwork, encourages cohesion and ensures employees feel valued and contributions are acknowledged
- Demonstrate positive leadership behaviour through representation and attendance at key Western Health events

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- Actively work towards service integration and streamlined patient journeys
- Demonstrate expert knowledge of resources relevant to area and acts as a resource person for other team members
- Demonstrate open and effective communication (verbal, non-verbal, written and electronic) with consumers, other employees and service providers
- Demonstrate extensive, effective negotiation and consultation skills at all levels to develop and consolidate key relationships
- Lead and contribute to relevant team and client meetings
- Actively participate in regular supervision, demonstrating ongoing development of skills and reflective practice as identified in performance development plan
- Demonstrate flexibility/responsiveness within professional practice/duties/roles and assumes extra responsibility as required to meet organisational priorities and appropriately delegates as necessary
- Participate and represent the service in consultation with service manager at relevant committees, working groups and meetings as required
- Present at internal and external forums to enhance personal knowledge and professional development and represent Western Health

**Workforce:**

- In conjunction with service manager ensure appropriate orientation of new employees
- Assist in promoting effective workplace relations and teamwork to ensure optimum relations across services and collaborating community agencies
- Maintain active links and roles with relevant professional bodies and organisations
- Lead in cultivating an environment where workers have the opportunity to work to their full scope of practice and potential
- Lead in fostering and developing research opportunities across the service
- In support of service management, conduct or contribute constructive feedback to employees on their performance, including performance development planning and performance management where relevant.
- Where designated, provide high quality supervision to junior employees and students that is timely, flexible and responsible
- Lead and participate in the development, organisation and delivery of education programs for Western Health employees, external service providers and the community

**Improvement:**

- Lead service development and evaluation through quality improvement activities or research projects.
- Lead in the development and evaluation of procedures and guidelines as required for the ongoing development of the program, and support relevant employees to complete these tasks
- Integrate knowledge of wider issues affecting area of responsibility such as government policies, the health system, structural and financial arrangements, and key performance indicators
- Meet reporting requirements relating to the area of responsibility
- Ensure that service/program outcomes are achieved through appropriate client management and pathways
- Demonstrate highly developed organisational skills and efficient time management to appropriately evaluate, prioritise and complete workload
- Work independently within parameters delegated by manager/director
- In conjunction with service manager lead in the processes of recruitment, selection and retention of employees to meet client and service needs
- Ensure that workload statistics, mandatory training requirements and other required information, is entered and reported as directed, and on time by self and employees in area of responsibility

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

**Key Working Relationships**

**Internal:**

- Chief Cardiac Physiologist

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- Lead Cardiac Rhythm Physiologist
- Other Cardiac Physiologists
- Echocardiography Educators
- Administrative staff
- Cardiology Medical team, including department heads.
- Cardiology Registrars
- Other members of the multidisciplinary team
- Specialty clinics
- Cardiology Operations Manager
- Western Health Senior Management relevant to area of responsibility i.e. Education, Research, Service Division

**External:**

- Clients and their family/carers
- Key community organisations
- Tertiary education service

**Selection Criteria**

**Essential:**

- Bachelor of science or applied science in relevant field
- Post graduate qualifications in Cardiac device follow-up and/or electrophysiology.
- Accredited with relevant professional registering body eg ASAR, CEPIA, ACCP
- Demonstrated achievement in provision of expert clinical service in area of expertise
- Highly developed organisation and time management skills
- Highly developed interpersonal, verbal, written, and electronic communication skills
- Demonstrated achievement in leadership and supervision within area of responsibility to ensure effective service provision/program delivery.
- Proficient use of word processing, database and presentation software as well as internet and varied information technology
- Participation in relevant modality on call roster

**Desirable:**

- At least 5 years relevant clinical and leadership postgraduate experience
- Completion of or progress towards an additional formal qualification at a Masters / Doctorate level related to role

**Desirable Personal Attributes:**

- Self-motivated
- Broad systems and innovative thinking
- Ability to influence others positively
- Mindful observation
- Constructive and positive outlook
- Timely informed decision making
- Collaborative approach
- Advocate
- Confidence in own ability
- Embraces self-growth and continual learning
- Adaptable, flexible, and persistent as required
- Resilience
- Effective delegator
- Critical Thinker

**Additional Requirements**

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)

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- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment.
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures.
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

#### General Information

- Redeployment to other services within Western Health may be required.
- Employment terms and conditions are provided according to relevant award/agreement.
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Western Health is a smoke free environment.

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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