

POSITION DESCRIPTION

Position Title:	Neurophysiology Scientist – Grade 1
Business Unit/Department:	Neurophysiology & Neurology
Division:	Cancer, Cardiology and Specialty Medicine
Award/Agreement:	Victorian Public Sector (Medical Scientists, Pharmacists And Psychologists) Single Interest Employers Enterprise Agreement 2021-2025
Classification:	Grade 1 (RX1 – RX7)
Reports To:	Manager, Medical Specialty Diagnostics, via the Grade 3 Neurophysiology Scientist
Direct Reports:	N/A
Date Prepared/Updated:	17 February 2025

Position Purpose
<p>The Grade 1 Neurophysiology Scientist is at the forefront of clinical activity in the Unit. The majority of the Grade 1 role involves:</p> <p>Performing diagnostic testing of patients including EEGs and Evoked Potentials. This also includes the Long Term Monitoring (Video EEG) service and the inpatient/ICU EEG service across both the Sunshine and Footscray campuses. Testing includes preparing accurate and timely technical reports for the registrars and for final reporting by the neurology consultant. Participating in quality assurance activities, internal professional development opportunities, assisting with research activities, educating patients and families, and being actively involved in a multidisciplinary departmental team are examples of other roles within this position.</p>
Business Unit Overview
<p>The Western Health Division of Cancer, Cardiology and Specialty Medicine provides a comprehensive suite of inpatient, clinic, and community-based care.</p> <p>The Special Medicine program provides services across inpatient wards, specialty units and ambulatory care. These include:</p> <ul style="list-style-type: none"> • Sunshine inpatient wards: <ul style="list-style-type: none"> ○ 3E – Stroke, Neurology & General Medicine ○ 3F – Respiratory Medicine, Infectious Diseases & General Medicine • Footscray inpatient wards: <ul style="list-style-type: none"> ○ 2D – Respiratory Medicine, Infectious Diseases & Gastroenterology

Our Vision

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- Medical Ambulatory Day Unit (MADU) at both Footscray & Sunshine provides same day treatment for patients with a variety of conditions.
- Medical Diagnostics including Sleep Studies, Respiratory and Neurophysiology services.
- Specialty Units: Respiratory & Sleep Medicine, Infectious Diseases, Rheumatology, Neurology & Stroke, Dermatology, and Gastroenterology.

The Department of Neurology and Neurophysiology is a busy clinical environment, admitting approximately 600 stroke patients and 500 general neurology patients per year. The Department provides a consultant service to all three hospitals and runs a number of specialist clinics including Acute Neurology, Stroke, First Seizure, and Epilepsy clinics. The Department provides comprehensive neurophysiology services to the network, performing a range of tests including outpatient/inpatient EEG, EMG/NCS, Evoked Responses, and a Long Term Video EEG testing service.

Opportunities to participate in investigator lead research and sponsored clinical trials are available within the Department. The Department is involved in undergraduate and postgraduate medical and paramedical/allied health education.

Key Responsibilities

The Grade 1 Scientist role includes, but is not limited to:

- Performing neurophysiology diagnostic testing.
- Preparing accurate and timely documentation
- Complying with infection control procedures
- Developing analysis and reporting skills
- Participating in quality assurance activities
- Engaging in internal professional development opportunities
- Assisting with research activities
- Educating patients and families
- Cooperatively involved in a multidisciplinary team
- Demonstrate flexibility with respect to rosters, to ensure operational needs of service are met during periods of planned and unplanned staff absences

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:

- Manager, Medical Specialty Diagnostics (Respiratory & Sleep, Neurology & Neurophysiology)
- Head of Unit, Neurology and Neurophysiology
- Consultant Neurologists,
- Advanced Trainees, Neurology and Neurophysiology
- Scientists, Medical Specialty Diagnostics
- Administrative team, Medical Specialty Diagnostics
- Neurology & Stroke Nurses
- Neurology & Stroke Nurse Practitioner
- Researchers, Neuroscience Research Unit

External:

- Patients and families
- Referring Physicians

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- Equipment suppliers / maintenance providers
- Other Neurophysiology Units

Selection Criteria

Essential

- Bachelor of Applied Science / Psychophysiology / Biomedical Science, or similar
- Well-developed interpersonal skills, and effective verbal and written communication skills
- Ability to work collaboratively as part of a multidisciplinary team as well as autonomously
- Highly organised, particularly with respect to time management
- Analytical approach to troubleshooting
- Self-motivated, enthusiastic, receptive to feedback, and willing to learn/improve skills
- Genuine willingness to support the operational needs of the unit, by performing extended or additional shifts to cover planned and unplanned leave
- Ability to work across multiple sites
- Valid driver's licence

Desirable

- Prior clinical experience in neurophysiology testing

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)
- 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
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information
- 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 or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement

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- 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
- 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: [Click here to enter the Employee's name.](#)

Employee's Signature: _____

Date: [Click here to enter a date.](#)

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