

POSITION DESCRIPTION

Position Title:	Cardiac Rhythm Educator Cardiac Physiologist
Business Unit/Department:	Cardiology
Division:	Cancer, Cardiology & Specialty Medicine
Award/Agreement:	Health Professionals (Vic Public Health Sector) Single Interest EA 2021-2026
Classification:	Grade 4 (AF44 to AF47)
Reports To:	Chief Cardiac Physiologist
Direct Reports:	Cardiac Diagnostics staff (Grade 3 and below) including Cardiac Diagnostic Service trainees
Date Prepared/Updated:	15 January 2023

Position Purpose
<p>The Cardiac Rhythm Educator is a senior member of the cardiac diagnostic team with demonstrated advanced clinical knowledge, competency and clinical expertise in cardiac rhythm, cardiac implanted electronic devices (CIED), and electrophysiology (EP). They must have sound knowledge and ability to perform in technical aspects of these areas, and be considered a specialist in electrophysiology and/or CIED, with extensive specialised knowledge in the area. They are responsible for the overall education, and clinical supervision and training of all the cardiac rhythm cardiac physiologists in the Cardiology Department.</p> <p>The Cardiac Rhythm Educator will contribute to the development and maintenance of the department's education portfolio including participation in quality assurance programs. As a member of the Cardiology team this position demonstrates leadership in the provision of all cardiac rhythm services for the investigation, diagnosis and treatment of heart disease.</p> <p>The Grade 4 Cardiac Physiologist is a resource to other Cardiac Physiologists and trainees and will hold a higher level of responsibility in their designated area. The Grade 4 Cardiac Physiologist is a role model committed to their own professional development and that of the trainees under their supervision. The Grade 4 Cardiac Physiologist will have operational knowledge of specialist equipment, provide technical expertise, promote leadership as a positive role model, promote patient advocacy and contribute to efficient patient through-put, research, supervision, peer and trainee mentorship.</p>
Business Unit Overview
<p>The Cancer, Cardiology and Specialty Medicine division is responsible for the provision of Cardiology services within Western Health.</p> <p>The Western Health Cardiology services provide 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.</p>

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

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

The service manages non-invasive cardiac testing including Holter and blood pressure monitoring, and a full range of echocardiography services including TTE, TOE, exercise and dobutamine stress echo. The Cardiac Physiologists manage a cohort of around 2000 CIED patients, including a through a remote monitoring service. CDS also supports work in the cardiac Cathlabs for coronary studies, full heart studies and EP procedures. The Physiologists are part of the 24-hour on-call STEMI service for urgent percutaneous coronary interventions, staffing one of the busiest STEMI sites in Victoria.

The CDS Cardiac Physiologist team includes Physiologists working in the Joan Kirner Womens and Childrens Hospital, providing inpatient and outpatient paediatric cardiology services including paediatric echocardiography, ECG, Holter monitoring and exercise stress testing for both outpatient clinics and inpatients.

The coronary care units (CCU) 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.

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

Key Responsibilities

Culture:

- 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
- 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
- Is responsible and leads a portfolio across Allied Health
- Lead and deliver high quality person centred inter professional care in line with the 'Best Care' framework
- Modelling and application of extensive, effective evidence based specialist knowledge, clinical reasoning and competencies, to lead and enhance patient care and trainee education and supervision
- Lead, provide and direct others in the provision of evidence based services using a person centred approach
- Contribute to development and implementation of methods to ensure that staff in the area of responsibility have an appropriate, measurable level of competence
- Lead and ensure the application and maintenance of clinical standards in areas of delegated responsibility
- Identify, lead and support others to solve complex problems in area of responsibility
- Deliver expert and authoritative 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
- Lead the development of strategic and service plans informed by internal and external policy and evidence based practice

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

- 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
- 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 high level 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
- Lead the provision of information and education about Allied Health and professional role within the service
- 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
- Conduct or contribute to 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.

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

Key Working Relationships

Internal:

- Chief Cardiac Physiologist
- Cardiac Rhythm Lead
- Cardiac Physiologists
- Cardiology Operations Manager
- Administrative staff
- Director of Cardiology
- Head of Cardiac Electrophysiology
- Head of Cardiac Imaging
- Cardiology Registrars
- Western Health Senior Management relevant to area of responsibility i.e. Education, Research, Service Division
- Other members of the multidisciplinary team
- Specialty clinics

External:

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

Selection Criteria

Essential:

- Bachelor of science or applied science in relevant field
- CEPIA (Graduate Diploma Cardiac Electrophysiology Institute of Australasia) and/or International Board of Heart Rhythm Examiners (IBHRE)
- Demonstrated achievement in provision of expert clinical service in area of expertise
- Highly developed organisation and time management skills
- Highly developed interpersonal, 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

Desirable:

- Relevant clinical and leadership in postgraduate positions.
- Post Graduate education qualification or working towards same
- 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
- Timely informed decision making
- Collaborative approach
- Confidence in own ability
- Embraces self growth and continual learning
- Adaptable, flexible and persistent as required
- Resilience
- Effective delegator
- Critical Thinker
- Advocate

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

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 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.
- 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: _____

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment