

## POSITION DESCRIPTION

<b>Position Title:</b>	Chief 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>	Cardiac Technologist (Cardiac Physiologist): Grade 4 – Year 1 to Year 4 (AF44 to AF47)
<b>Reports To:</b>	Cardiology & Gastroenterology Operations Manager
<b>Direct Reports:</b>	Cardiac Physiologists and team within Cardiac Diagnostic Services.
<b>Date Prepared/Updated:</b>	1 July 2026

### Position Purpose

The Chief Cardiac Physiologist will fulfil the manager of the cardiac diagnostic team role. This role has clinical and managerial responsibilities.

This role is responsible for the operational, professional and clinical service management of the physiologist/sonographer staff and other service resources. They are at the forefront of providing care that is underpinned by right, safe, coordinated and high-quality patient centred care across the multidisciplinary environment of the Cardiac Diagnostic Service (CDS). They will have operational knowledge of specialist equipment, provide technical expertise, leadership, patient advocacy and contribute to the educational, administrative, managerial and supervisory responsibilities of the service and the staff working in the CDS.

The Chief Cardiac Physiologist will have demonstrated advanced clinical knowledge, competency and clinical expertise in echocardiography. They must have sound knowledge and ability to perform in all technical aspects of echocardiography and be considered a specialist in echocardiography with extensive specialised knowledge in the area. They are a leader in the provision of technical services for the investigation, diagnosis and treatment of heart disease and lead daily operational leadership and echocardiography service provision, education and planning. The Chief Cardiac Physiologist is a resource to other echocardiography staff, who actively participates in staff supervision, peer and trainee mentorship and the associated operational requirements of echocardiography services scheduling and staff rostering and service-related quality assurance activities.

The Chief Cardiac Physiologist fulfils key accountabilities for the unit, including the development of the clinical area business plan linking with the Divisional business plan. These accountabilities encompass the coordination and management of the daily operations of the clinical area, activity and access of service utilisation, budget, safety and quality, facilities and equipment, staff recruitment and retention, workforce KPIs such as sick and annual leave, performance development/management, coordination of staff development programs and management of designated portfolios. This will be achieved through the development of effective partnerships, leadership and management of all staff consigned within their responsibility and resources.

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## Business Unit Overview

The Western Health Division of Cancer, Cardiology and Specialty Medicine provides a comprehensive suite of inpatient, clinic, and community-based care.

The Cardiology Unit provides inpatient and outpatient cardiac services and consists of Cardiac Care Unit (CCU), Cardiac Catheterisation Laboratory (CCL) and Non-Interventional Cardiac Diagnostic Units.

The CCU is situated at both Footscray and Sunshine and comprises Coronary Care beds and telemetry-monitored beds. The CCU cares for acutely unwell patients with acute coronary syndrome, arrhythmias, heart failure and patients requiring elective cardiac procedures as well as medical and surgical patients requiring acute cardiac care. Additionally, the CCU supports the cardiac arrest service across Footscray and Sunshine Hospitals.

The CCLs are situated at Footscray and Sunshine Hospital and provide diagnostic, interventional and electrophysiology services for both inpatients and elective outpatients. The CCL provides a 24-hour on-call service for urgent percutaneous coronary interventions.

The outpatient Cardiac Diagnostic Service operates from Sunshine Hospital and support non-interventional diagnostic testing and extends support to inpatient Echocardiography and the CCLs at both Footscray and Sunshine Hospital.

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

## Key Responsibilities

### Leadership & Management:

- Daily management of service planning and provision of the Cardiac Diagnostic Services as a high functioning efficient unit
- Manage departmental budgeting through management of operational run costs
- Manage workforce metrics and focus on meeting the workforce KPIs e.g. agency, excess leave, personal leave and vacancy rates
- In collaboration with medical leads and administration team monitor waitlists, bookings and revenue to ensure provision of optimal service
- Lead the development of strategic and service plans informed by internal and external policy and evidence-based practice
- 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 at relevant committees, working groups and meetings as required
- Proactively manage retention and recruitment of staff
- Ensure appropriate on boarding and orientation of new employees
- Supervise operational staff rostering and scheduling of services
- Conduct feedback to employees on their performance including performance development planning and performance management where relevant
- 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
- Lead in cultivating an environment where workers have the opportunity to work to their full scope of practice and potential
- Ensure high quality supervision is provided to junior employees and students that is timely, flexible and responsible

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- Lead and participate in the development, organisation and delivery of education programs for Western Health employees, external service providers and the community
- Demonstrate expert knowledge and use of resources relevant to area and acts as a resource person for other team members
- Demonstrate high level open and effective communication (verbal, nonverbal, 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
- Actively participate in regular clinical supervision, demonstrating ongoing development of skills and reflective practice as identified in performance development plan
- Lead the provision of information and ensures members of the team performs in accordance to the EBA within the service.
- Present at internal and external forums to enhance personal knowledge and professional development and represent Western Health
- Maintain active links and roles with relevant professional bodies and organisations
- Lead the development and implementation of processes to facilitate effective consumer participation, and ensure that appropriate responses are provided to customer feedback and complaints
- Actively work towards service improvements, integration and streamlined patient journeys
- Lead in fostering and developing research opportunities across the service

#### **Delivery of Care & Improvement:**

- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'
- Maintain registration and report any changes or limitations on practice if applicable
- Practise in accordance with ASAR ASUM and relevant ASA and CZANZ guidelines.
- 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
- 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, effective evidence-based specialist knowledge, clinical reasoning and competencies, to lead and enhance patient care and trainee education and supervision
- Contribute to development and implementation of methods to ensure that staff in the area of responsibility have an appropriate, measureable level of competence.
- Lead and ensure the application and maintenance of clinical standards in areas of delegated responsibility.
- Participate in regular review, formulation and implementation related to speciality policy and procedures.
- Lead service development and evaluation through quality improvement activities or research projects
- Lead in the development and ongoing evaluation of procedures and guidelines as required
- 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 and KPI 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
- Lead 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

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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:

- Director of Cardiology
- Cardiology Operations Manager
- Head of Cardiac Imaging
- Head of Electrophysiology
- Cardiac Diagnostic educators
- Electrophysiology Lead
- Cardiac Physiologists
- Western Health Senior Management relevant to area of responsibility e.g. Education, Research Management and Quality
- Cardiology Registrars and consultants
- Cardiology managers and NUMs
- Multidisciplinary team members
- Administrative staff
- Specialty clinics
- Other internal stakeholders

#### External:

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

### Selection Criteria

#### Essential:

The candidate should be able to demonstrate that they have:

- Post graduate qualifications in Cardiac Echocardiography
- Accredited Cardiac Sonographer with ASAR
- Participate in echocardiography on call roster when required
- 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
- Ability to manage and lead people, including a highly educated workforce
- Ability to consult and collaborate with others and work as an effective member of a team to deliver organisational outcomes
- Excellent interpersonal skills
- Excellent communication skills, both written and verbal
- Effective negotiation skills
- High-level analytical skills
- Effective change management skills
- Capability to innovate
- Capacity and capability to provide a professional role model for staff

#### Desirable:

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

### Additional Requirements

All employees are required to:

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- 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.
- 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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