

POSITION DESCRIPTION

Position Title:	Cardiac Technologist (Cardiac Physiologist)
Business Unit/Department:	Cardiac Diagnostic Service
Division:	Cancer, Cardiology and Speciality Medicine
Award/Agreement:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification:	Grade 2 – Year 1 to 4 (BB1 to BB4)
Reports To:	Cardiac Diagnostic Service Manager
Direct Reports:	Cardiac Technologists
Date Prepared/Updated:	30 September 2025

Position Purpose

As a member of the Cardiology team, the Cardiac Technologist is at the forefront in the provision of technical services for the investigation, diagnosis and treatment of heart disease. The Cardiac Technologist will have developed skills and be trained in the cardiac modalities of Holter and 12 Lead ECG analysis and interpretation, Cardiac Catheterisation monitoring and support outpatient services. The Cardiac Technologist role involves operation of a range of specialist equipment, patient advocacy, efficient patient through-put, interaction and liaison with multidisciplinary team, accurate and timely documentation and data entry.

This role assists in the supervision and support of Grade 1 Cardiac Technologists, will be expected to perform cardiac catheterisation on call duties and Holter monitor interpretation independently and working towards specialised career advancement. The Grade 2 Cardiac Technologist is a resource to Cardiac Technologists and other staff and will hold a higher level of responsibilities in their designated area. The Grade 2 Cardiac Technologist is a role model committed to their own professional development.

Business Unit Overview

The Division of Cancer, Cardiology and Speciality Medicine is responsible for the provision of services within Western Health including Intensive Care and Cardiology. 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.

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 and electrophysiology services for inpatients and outpatients. The CCLs provides 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 technologist staff to the CCLs as well as providing and supporting inpatient and outpatient investigations and procedures. A full range of echocardiography services are offered along with ECG and Holter monitoring including Trans-thoracic Echocardiograms, Trans-oesophageal Echocardiograms, Echo and Dobutamine Stress Echo Tests.

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 technologists 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.

Western Health Cardiac Services are supported by cardiology outpatient clinics across campus, inclusive of the cardiac rhythm clinic.

Key Responsibilities

- 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 (as required) and report any changes or limitations on practice if applicable
- Comply with all Western Health policies and procedures
- Deliver high quality person centred inter professional care in line with the "Best Care" framework
- Ensure that workload statistics, and other required information is entered in a timely and accurate manner as per organisational requirements
- Participate in research/evaluation
- Contribute to the evaluation of guidelines in immediate work area
- Plan, prepare, perform and deliver effective and individualised assessment and interventions, demonstrating clinical reasoning and core clinical competencies, including use of relevant assessment tools, treatment methods, and case management skills
- Perform evidence based clinical services using a person-centred approach
- Demonstrate organisational skills and efficient time management to appropriately evaluate, prioritise and complete workload
- Attend and participate at relevant team/service meetings in relation to patient care
- Demonstrate open and effective communication (verbal, non-verbal, written and electronic) with consumers, other staff and service providers
- Have a clear understanding of the service and professional role within the service
- Participate in relevant committees, working groups and meetings as requested
- Demonstrate knowledge of resources relevant to work area
- Contribute to a culture that promotes effective teamwork, encourages cohesion and ensures staff feel valued and contributions are acknowledged
- 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
- Participate in learning that will enhance personal knowledge and continuing professional development
- Consult with senior staff when dealing with difficult situations
- Demonstrate ability to identify a problem within a service and take it to a higher level for resolution
- Where designated, take a support role in student education that is timely, flexible and responsible
- Actively participate in regular clinical supervision, demonstrating ongoing development of clinical skills and reflective practice as identified in supervision plan
- Perform other duties as directed

Other role responsibilities include:

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- Practice in accordance with the standards prescribed by the relevant professional bodies, Western Health Clinical policies and procedures and Cardiology department policies and procedures.
- Undertake specific duties and responsibilities in the relevant laboratory areas within the health service: Electrocardiography, (ECG)Holter monitor, Cardiac Cath Lab, Echocardiography, Stress Test, Pacing and Electrophysiology
- Take responsibility for correct patient identification, prepare patients for procedures, including baseline cardiac observations and/or measurements and ensure appropriate level of patient care is always given.
- Prepare and operate equipment for ECGs, Holter monitoring, stress tests, pacemaker testing, Cardiac Cath Lab haemodynamic monitoring (angiogram, full heart studies, angioplasties and pacemaker implant).
- Perform pacemaker checks and report the results to the Consultant or Technologist in charge.
- Assist medical staff with technical aspects of Transoesophageal Echocardiography (TOE) as appropriate to level of training.
- Assist with / perform Echocardiography (stress test, dobutamine or contrast) as appropriate to level of training.
- Ensure accurate and thorough documentation of investigation and patient status within prescribed Western health documentation, ensuring all legal requirements are met in regard to legibility of content and identity of reporter in accordance with Western health policies and procedures.
- Organise patient transport to and from department.
- Ensure rapid delivery of the results of cardiac investigations to appropriate areas.
- Maintain competency in cardiopulmonary resuscitation techniques.
- Accept accountability for own actions and seek guidance from senior Cardiac Technologists / Cardiologist when limited by own level of expertise/experience.
- Comply with confidentiality obligations in regard to patients, significant others and staff.

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

Key Working Relationships

Internal:

- Cardiac Rhythm Lead Cardiac Technologist
- Cardiac Diagnostic Service Manager
- Head of Cardiac Diagnostic Services
- Western Health Senior Management relevant to area of responsibility e.g., Education, Research, Service Division
- Other members of the multidisciplinary team
- Administrative Staff
- Specialty Clinics

External:

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

Selection Criteria

Essential

- Completed Bachelor of Science or applied science in relevant field
- Organisation and time management skills
- Interpersonal, written and electronic communication skills
- Computer literacy database and presentation software as well as internet and varied information technology

Desirable

- Self-motivated working towards specialised career advancement
- Broad systems and innovative thinking

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- Mindful observation
- Embraces self-growth and continual learning
- Adaptable, flexible and persistent as required
- Critical Thinker
- Advocate

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

Employee's Signature: _____

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

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