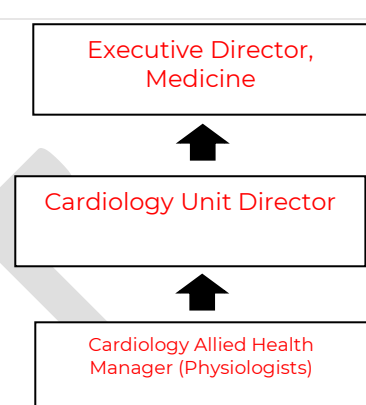


POSITION DESCRIPTION

Directorate	Canberra Health Services	<p>Reporting Relationships</p> 
Division	Clinical Services	
Branch	Medicine	
Position Number	P21981	
Position Title	Cardiology Allied Health Manager (Physiologists)	
Classification	Health Professional Level 5	
Location	CHS	
Last Reviewed		

Our **Vision**: creating exceptional health care together
 Our **Role**: to be a health service that is trusted by our community
 Our **Values**: Reliable, Progressive, Respectful and Kind

Canberra Health Services (CHS) is tertiary care facility focussed on the delivery of high quality, effective, person-centred care providing acute, sub-acute, primary, and community-based health services to the Australian Capital Territory's 420,000 residents and surrounding Southern New South Wales regions.

Our **Vision**: creating exceptional health care together.
 Our **Role**: to be a health service that is trusted by our community.
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It is an exciting time to join Canberra Health Services as we are going through an exciting time of change and expansion which includes a new purpose build critical service building which is specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. New additions in this building will include-

- A brand-new purpose-built emergency department with 129 treatment spaces,
- Expansion of current medical imaging department's capacity with addition of 3 MRI units, 3 CT scanners, 2 Angio labs, General Radiography and Ultrasound rooms dedicated to critical care facility.
- Addition of operating theatre complex with 22 theatres, including multiple hybrid theatres and interventional radiology suites,

- Acute coronary care unit with interventional cardiac laboratories,
- 60 bed Intensive Care Unit with four dedicated paediatric beds
- Four new inpatient units with additional 128 beds,

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Department of Cardiology is well-established with 12 consultant medical staff and 4 Advanced Trainees and 2 Unaccredited Advanced Trainees in Cardiology. There are 2 cardiac catheter laboratories which undertake a total of 850 coronary interventional procedures annually. The unit provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region. The coronary care unit is a 19-bed unit and has 2600 acute and elective admissions annually. The cardiology outpatient service provides up to 4500 episodes of care annually with increasing demand each year. There is a close working relationship with our busy cardiothoracic surgical unit. Clinical cardiac electrophysiology services have commenced in April 2019 with complex ablation procedures, an arrhythmia clinic, cardiac device clinics. Cardiac CT program commenced in 2017 in collaboration with the Department of Radiology. The department is supported by dedicated heart function and pulmonary hypertension clinics designed to provide ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care or closer to home care program. Planning is underway for state-of-the-art expanded acute cardiac care unit and cardiac catheterisation laboratories in the Canberra Hospital Expansion Project (scheduled for completion in 2024).

The Cardiology Allied Health Manager (Physiologists) is responsible for the leadership and management of a busy team of Cardiac Physiologist, organising the maintenance of all relevant cardiology equipment (including acquisition, maintenance, and replacement), participation in tender and contract negotiations, and the submission of budget applications, expenditure reports and inventory management. The position requires the performance of clinical duties equivalent to at least 0.6 FTE and the successful candidate must have the capacity to participate in an on-call roster, if required.

DUTIES

Under the broad direction from the Cardiology Unit Director, you will:

1. Leadership and management of the Cardiac Physiology workforce including facilitating performance management, achieving key performance indicators and service delivery targets, rostering, recruitment, training, and continuing education that promotes a safe and positive workplace culture.
2. Lead the daily operations of Cardiac Physiology, specifically Cath Lab rostering and training, pacing and complex device management and organisation of device clinics, stress testing, ECG and Holter recording and

developing a Home Monitoring service. Lead development of novel approaches to service development aligned with the strategic focus of CHS, incorporating a 7-day service and cross-territory alignment. Strategies to target waitlist management, same-day discharge procedure protocols and referral triaging.

3. Manage Cardiology equipment acquisition, maintenance, and replacement, involving tenders and contracts, budget applications, expenditure reports and inventory management, specific to Cardiac Physiology service delivery.
4. In collaboration with the stakeholders develop and implement cardiology specific protocols and policies with adherence to standard operating procedures, including those for clinical procedures, staff and patient safety, and equipment functioning.
5. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation. As a Senior member of the team, working collaboratively with administrative, nursing, and medical staff, as well as important leader within the unit. Attendance at departmental business meeting and leadership team meetings and regular communication with Director of Cardiology

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

- Strong organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

Position Requirements/Qualifications:

Mandatory:

- Bachelor of Science, Applied Science or equivalent.
- Graduate Diploma of Cardiac Ultrasound or equivalent (including current ASAR registration), OR International Board of Heart Rhythm Examiners (IBHRE) accredited (Device management) or equivalent.
- Applicants must have a minimum of 5 years post-degree qualification experience.
- Be registered under the Working for Vulnerable People Act.

Desirable

- Be eligible for membership with Professionals in Cardiac Science Australia (PiCSA) and accreditation with the Australian Council for Clinical Physiologists (ACCP).
- Experience in a tertiary level, public teaching hospital.

Experience in a leadership role, especially within the field of Cardiac Physiology.

Other:

- Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

Please note prior to commencement successful candidates will be required to:

- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.
- Undergo a pre-employment National Police Check.

WHAT YOU REQUIRE

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience:

1. Proven significant experience as a Cardiac Physiologist with skills and experience in leading and supporting a diverse team of junior and senior cardiac scientists.
2. Key commitment and responsibility to deliver timely, evidence based, efficient and effective patient centred care in Cardiology in close collaboration with internal and external stakeholders.
3. Monitor and maintain high standard of quality of care. While undertaking measures to ensure continuous quality improvement in all aspects of service delivery including customer service and wait list in the Department of Cardiology. Including ensuring compliance with accurate data entry and archiving processes related to cardiac scientist clinical operations in Cardiology.
4. Accountable to the Director of Cardiology in provision of clinical activity data, meeting key performance indicators and service delivery targets for the Department of Cardiology.
5. Demonstrates understanding of, and adherence to, safety and quality standards, work, health, and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful, and kind.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would need to be performed. Please note that the ACT Public Service is committed to providing reasonable adjustments and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently

General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Frequently

PSYCHOSOCIAL DEMANDS	FREQUENCY
Distressed People e.g. Emergency or grief situations	Frequently
Aggressive & Uncooperative People e.g. drug / alcohol, dementia, mental illness	Frequently
Unpredictable People e.g. Dementia, mental illness, head injuries	Frequently
Restraining e.g. involvement in physical containment of clients/consumers	Occasionally
Exposure to Distressing Situations e.g. Child abuse, viewing dead / mutilated bodies; verbal abuse; domestic violence; suicide	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 9kg	Frequently
Lifting 10 – 15kg	Occasionally
Lifting 16kg+	Occasionally
Climbing	Occasionally
Running	Never
Reaching	Frequently
Kneeling	Occasionally
Foot and leg movement	Occasionally
Hand, arm and grasping movements	Frequently
Bending/squatting	Frequently
Bend/Lean Forward from Waist/Trunk twisting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never

Confined spaces	Occasionally
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment e.g. gases; liquids; biological.	Occasionally
Slippery or uneven surfaces	Occasionally

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