

Directorate	Canberra Health Services	Reporting Relationships <div style="border: 1px solid black; padding: 5px; text-align: center; color: red; margin-bottom: 10px;">Executive Director Division of Medicine</div> <div style="text-align: center; margin-bottom: 10px;">↑</div> <div style="border: 1px solid black; padding: 5px; text-align: center; color: red; margin-bottom: 10px;">Unit Director Cardiology</div> <div style="text-align: center; margin-bottom: 10px;">↑</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Cardiology Allied Health Manager (Sonography)</div>
Division	Medicine	
Business Unit	Cardiology	
Position Number/s	P	
Position Title	Deputy Chief Radiographer	
Classification	Medical Imaging Level 5	
Location	CHS	
Last Reviewed		

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.

Our **Values**: Reliable, Progressive, Respectful and Kind

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 (Sonography) position is a clinical role with significant managerial responsibilities; and is responsible for professional leadership and accountability for all Cardiac Sonographers and provision of general cardiac sonography services.

Daily operations include the management of staffing, patient scheduling, activity management and access, and employee relations and clinical contact along with the management and operation of Cardiac Sonography.

The Cardiology Allied Health Manager (Sonography) position is required to support the Unit Director Cardiology in provision of a 24/7 service and help provide expert strategic leadership, direction, and advocacy in the management of the cardiac sonography service within the Canberra Hospital. The successful candidate must have the capacity to participate in an on-call roster.

DUTIES

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

1. Manage the daily operations and organisation of Cardiac Sonography services in the Cardiology department within your scope of practice, ensuring patient centred care and efficient service delivery, including equipment maintenance, within budget and delegation.
2. Lead, manage and supervise the Cardiac Sonographer workforce including:
 - a. Supervision of current sonographers, providing a focus on Education, Research and Service Development. Hands-on clinical scanning as needed dependent on service demands and staffing levels. Supervision and training of trainee sonographer training program.
 - b. Management and oversight of rosters, leave, training, performance, and recruitment - all within budget and delegation. Service development aligned with strategic focus of CHS, incorporating a 7-day service and cross-territory alignment. Novel strategies to target waitlist management and referral triaging.
 - c. 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

3. Provide advice to the Unit Director about cardiac sonography workforce, equipment, budget, and service delivery, identifying interdependencies, problems, and solutions, to achieve the best possible clinical, operational, and financial outcomes for the department.
4. Liaise with the multidisciplinary team to facilitate effective outcomes, while exercising independent professional judgement in problem solving and service delivery.
5. Exercise independent judgement to oversee and participate in the performance of procedures in Cardiac Sonography modality, including training and development of staff while observing departmental and local protocols.
6. Maintain a high standard of clinical practice and professional leadership by participating in ongoing professional and organisational education and training, quality assurance, and research.
7. Be responsible for the quality, safety, and accreditation requirements of the cardiac sonography unit.
8. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

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 LGBTQIA+ are particularly encouraged to apply.

Behavioural Capabilities

1. Strong organisational skills with a strong work ethic with an ability to work within a multi-disciplinary team.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
3. Excellent written and oral communication skills and the ability to liaise with a diverse range of stakeholders.

Position Requirements / Qualifications

Mandatory

- Bachelor of Science, Applied Science or equivalent.
- Graduate Diploma of Cardiac Ultrasound or equivalent (including current ASAR registration).
- Applicants must have a minimum of 3 years post-qualification experience in the field of echocardiography.
- Be registered under the Working for Vulnerable People Act.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies.

Desirable

- Experience in a tertiary level, public teaching hospital.
- 5 years post-graduate experience.

- 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](#).
- Experience in a leadership role, especially within an Echocardiography Department

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

WHAT YOU REQUIRE

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

1. Proven high level of working knowledge of all aspects of examinations and procedures in your modality, demonstrating relevant experience in a tertiary hospital.
2. Proven leadership ability with demonstrated effectiveness in a busy and complex environment with multiple professions and craft groups, possessing a high level of judgement, initiative, independence, and teamwork skills.
3. Demonstrated ability to effectively manage a unit, including financial and workforce management, and supervision of cardiac sonography health professionals and students while coordinating patient care with the multidisciplinary team.
4. Demonstrated active participation and involvement in development of techniques through associated reports, presentations, conferences, publications, or workplace in-service lectures.
5. Demonstrated 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	Occasionally
Standing for long periods	Frequently

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

PSYCHOSOCIAL DEMANDS	FREQUENCY
Distressed People e.g. Emergency or grief situations	Frequently
Aggressive & Uncooperative People e.g. drug / alcohol, dementia, mental illness	Occasionally
Unpredictable People e.g. Dementia, mental illness, head injuries	Occasionally
Restraining e.g. involvement in physical containment of clients/consumers	Never
Exposure to Distressing Situations e.g. Child abuse, viewing dead / mutilated bodies; verbal abuse; domestic violence; suicide	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Occasionally
Handling of dangerous goods/equipment e.g. gases; liquids; biological.	Occasionally
Slippery or uneven surfaces	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+	Never
Climbing	Occasionally
Running	Never
Reaching	Frequently
Kneeling	Occasionally
Foot and leg movement	Frequently
Hand, arm and grasping movements	Frequently
Bending/squatting	Frequently
Bend/Lean Forward from Waist/Trunk twisting	Occasionally
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently