



## ROLE DESCRIPTION

<b>Role Title:</b>	Neurophysiology Scientist
<b>Classification Code:</b>	MeS1
<b>LHN/ HN/ SAAS/ DHA:</b>	Women's and Children's Health Network
<b>Hospital/ Service/ Cluster</b>	Women's and Children's Hospital
<b>Division:</b>	Paediatric Medicine
<b>Department/Section / Unit/ Ward:</b>	Neurology and Clinical Neurophysiology
<b>Role reports to:</b>	Medical Unit Head, Neurology and Clinical Neurophysiology
<b>Role Created/ Reviewed Date:</b>	July 2023
<b>Criminal History Clearance Requirements:</b>	Working with Children Check (issued by DHS) National Police Check (issued by approved provider) If applicable - NDIS Worker Check (issued by NDIS Commission)
<b>Immunisation Risk Category</b>	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances)

## ROLE CONTEXT

### Primary Objective(s) of role:

Accountable to the Medical Unit Head the Neurophysiology Scientist is responsible for providing excellent quality diagnostic readings of video-EEG for neonates, children and adolescents in South Australia and neighbouring regions, from a range of specialities, including those that may be neurological or psychiatric in nature, for diagnostic purposes.

EEG recordings are conducted in the Neurology Department, in neonatal or paediatric intensive care units or on the medical ward, and include standard recording, neonatal, sleep recordings, ambulatory and inpatient long term monitoring.

Additional role development will incorporate training in the performance and interpretation of Diagnostic paediatric Evoked Potential studies. With a view to inclusion within the Paediatric Evoked Potential Diagnostic service as appropriate. All training will be provided to the successful candidate and experience in the performance of Evoked Potential studies is not a prerequisite for this position.

The Neurophysiology Scientist is responsible for the conduct of diagnostic activities resulting in the effective delivery of neurophysiology services to the community; including prioritising and organising bookings, and for the preparation and distribution of the scientific reports.

### Direct Reports:

> Nil

### Delegations:

> As per WCHN delegations.

### Key Relationships/ Interactions:

#### Internal

- > Accountable to the Medical Unit Head, Neurology and Clinical Neurophysiology.
- > Works closely with Neurology consultants
- > Works collaboratively with Neurology Consultants and registrars, and with other hospital staff including: medical, scientific, technical, allied health and administrative staff
- > Contributes to the day to day operations of the unit.

**External**

- > Liaising with medical professionals outside of the WCHN for appropriate distribution of reports
- > Liaising with representatives from medical equipment companies
- > Patients / carers / parents who are involved with research activities.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Providing effective and efficient clinical diagnostic Neurophysiology services for children with special needs, e.g. children with autism and/or intellectual disability, distressed or anxious children, very ill children and very young patients including neonates.
- > Working in technically demanding environments such as intensive care units.
- > Prioritise conflicting demands with strong time management skills to meet the demands of the medical practitioners and consumers effectively and efficiently.
- > Working collaboratively and cooperatively within multi-disciplinary teams.

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

**Performance Development**

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

**General Requirements:**

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*.
- > *Information Privacy Principles Instruction*.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > May be responsible for supervision and oversight of volunteers assigned within the department, in collaboration with the WCHN Volunteer Unit. Refer to Volunteer Engagement and Management Procedure
- > Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

- > All employees required to complete timesheets must forward their timesheet to their manager, within two weeks from the period worked, to enable their manager to authorise that this is a true and accurate record of hours worked by the employee.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

#### Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

#### Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the SA Health Criminal and Relevant History Screening Policy Directive.
- > For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit, and must be renewed every 5 years from the date of issue
- > For 'Risk Assessed Roles' under the *NDIS Worker Screening Rules 2018*, the individual's NDIS Worker Check must be renewed every 5 years from the date of issue (or are required to be compliant with transitional arrangement for South Australia).
- > Failure to renew required criminal history screenings prior to nominated expiry will require your absence by way of approved leave until a renewal is obtained.
- > A satisfactory National Police Certificate (NPC) assessment is required.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > As a state-wide service, WCHN employees may be required to undertake work at various locations in metropolitan Adelaide, and provide outreach to other parts of South Australia (the latter in consultation with the incumbent of the role).
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > This Role Description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your skills and abilities would reasonably be expected to perform.

#### Zero Tolerance to Racism:

The Women's and Children's Health Network has zero tolerance to racism. The Network is committed to ensuring its staff, volunteers, consumers and visitors are able to work or access health services in an environment that is culturally safe and free from any form of racism or discrimination.

## OFFICIAL

Our staff are supported to address any form of racism in all environments, in line with our Corporate Procedure: ***Zero Tolerance to Racism – Identifying, Responding, and Managing in the Workplace.***

### **White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must always act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Autonomously performing Electroencephalography studies in paediatric setting</b>	<ul style="list-style-type: none"> <li>&gt; Communicating with consumers and families/care givers to ensure informed consent prior to procedure</li> <li>&gt; Performing routine EEG procedures:               <ul style="list-style-type: none"> <li>&gt; Identifying brain activity among varying physiological readings such as heart beats and eye movements</li> <li>&gt; Determining physiological parameters</li> <li>&gt; Eliciting responses from patient where appropriate to ensure complete study</li> <li>&gt; Determining results and preparing analysis reports</li> </ul> </li> <li>&gt; Describe in more detail other electrophysiology and neurophysiology routine procedures</li> <li>&gt; Using real-time analysis with personalised adjustment of study metrics for all patients to ensure optimal study outcome</li> <li>&gt; Ensuring the correct application of departmental protocols and standards in the production of quality diagnostic studies, with computational and interpretive analysis.</li> <li>&gt; Supporting analysis of new methods in both routine and specialised neurology techniques.</li> <li>&gt; </li> <li>&gt; Preparation of scientific neurophysiology report is prepared including procedures used, dominant and focal EEG rhythms and noted epileptiform features.</li> <li>&gt; Production and distribution of EEG report in conjunction with the reporting Neurologist per departmental protocol.</li> </ul>
<b>Interpret neurophysiological results</b>	<ul style="list-style-type: none"> <li>&gt; Recorded ictal events are considered the 'gold standard' for diagnosis.</li> <li>&gt; To ascertain if the event is considered ictal or non-ictal by family or care-giver.</li> <li>&gt; To differentiate between artefact and physiological measures.</li> <li>&gt; To provide additional physiological data on the patient, e.g. ECG, EMG and respiration.</li> </ul>
<b>Operational management of inpatient and outpatient neurophysiological services.</b>	<ul style="list-style-type: none"> <li>&gt; Adherence to all departmental and WCHN clinical and safety protocols.</li> <li>&gt; Timely performance of the EEG recording in accordance with clinician triage and in negotiation with administrative staff.</li> <li>&gt; Coordinating studies within the logistical considerations of the neurophysiology service and inpatient services.</li> <li>&gt; Communicating as appropriate where study is not attend by patient and ensure further follow up where necessary</li> <li>&gt; Archiving of EEG and video recordings per departmental protocol.</li> <li>&gt; Consent of patients to OPD and inpatient video EEG recordings.</li> <li>&gt; Determining equipment reliability by calibrating and evaluating relevant standards and ensuring compliance with maintenance schedules.</li> <li>&gt; Ensuring all equipment and study rooms are operational and maintained in accordance with service requirements.</li> <li>&gt; Ensuring the infection control protocols are adhered to for all laboratory equipment.</li> <li>&gt; Contributes to evaluating and recommending replacement of obsolete equipment.</li> <li>&gt; Maintenance and ordering of consumable stock for operation of the electrophysiology service.</li> <li>&gt; Ensuring the proper disposal of hazardous material.</li> </ul>

	<ul style="list-style-type: none"> <li>&gt; Support and advice provided to multi-disciplinary team in scientific operations and available techniques</li> </ul>
<b>Performance of routine Evoked Potential neurophysiological studies in paediatric setting (aligned as appropriate to proficiency level; on-the-job education and support provided)</b>	<ul style="list-style-type: none"> <li>&gt; Communicating with consumers and families/care givers to ensure informed consent prior to procedure</li> <li>&gt; Performing routine EP procedures, including Ophthalmic, Auditory and Somatosensory studies</li> <li>&gt; Using real-time analysis with personalised adjustment of study metrics for all patients to ensure optimal study outcome</li> <li>&gt; Ensuring the correct application of departmental protocols and standards in the production of quality diagnostic studies, with computational and interpretive analysis.</li> <li>&gt; Supporting analysis of new methods in both routine and specialised neurology techniques.</li> <li>&gt; Preparation of scientific neurophysiology report is prepared</li> <li>&gt; Production and distribution of EP report in conjunction with the reporting clinician per departmental protocol.</li> </ul>
<b>Assisting the neurologist in the performance of Nerve Conduction Studies and Electromyography procedures.</b>	<ul style="list-style-type: none"> <li>&gt; Setting up the machine for use.</li> <li>&gt; Entering data.</li> <li>&gt; Assist with accurate placement of electrodes and study execution.</li> </ul>
<b>Consumer centred care values are demonstrated</b>	<ul style="list-style-type: none"> <li>&gt; Neurophysiology Scientist is sensitive to special needs patients.</li> <li>&gt; Neurophysiology Scientist is able to adapt test procedures as required and provide encouragement according to age of child.</li> <li>&gt; Patient and carers have understanding and confidence in the procedure.</li> </ul>
<b>Participation in continuing professional development and professional education activities pertaining to the role.</b>	<ul style="list-style-type: none"> <li>&gt; Regular attendance and active participation in relevant meetings.</li> <li>&gt; Preparation of data for clinical and research meetings.</li> <li>&gt; Participate in relevant educational activities and individual professional development opportunities.</li> </ul>
<b>Ensuring there is a culture of continuous service improvement</b>	<ul style="list-style-type: none"> <li>&gt; Participating in continuous quality improvement activities</li> <li>&gt; Regularly updating knowledge and attend training sessions to learn new equipment and software as required</li> <li>&gt; Contributing to monthly departmental Clinical Neurophysiology educational and service improvement meetings</li> <li>&gt; Recognising the hospital's ongoing commitment to Best Practice and continuous improvement through personal accountability for standards and work practice</li> <li>&gt; Participating in (if any) of the Division's Quality Improvement activities</li> </ul>
<b>Preparation of technical data for audit, research, presentation and publication under direction of the Neurology Medical Unit Head.</b>	<ul style="list-style-type: none"> <li>&gt; Providing data reproduction in the format required.</li> <li>&gt; Providing statistical data.</li> </ul>

## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

#### **Educational/Vocational Qualifications:**

- Bachelor of Science or a Bachelor of Applied Science (Medical Laboratory Science) or equivalent.

#### **Personal Abilities/Aptitudes/Skills:**

Demonstrate ability to:

- Effectively communicate with consumers and multi-disciplinary team
- Ability to adapt to change and acquire new skills.
- Able to maintain confidentiality at all times

#### **Experience:**

- Theoretical and practical experience gained through hospital setting placement in the scientific delivery and analysis of Electroencephalography studies
- Experience in the use of computers and complex digital neurophysiology recording equipment.

#### **Knowledge:**

- Broad Knowledge of technical equipment (neurology speciality).
- Knowledge of the health system.
- Knowledge of the principles and practice of OHSW, Equal Opportunity, Public Sector Management Act employee conduct standards and diversity appropriate to the requirements of the position.
- Knowledge of normal and abnormal electroencephalographic

### DESIRABLE CHARACTERISTICS

#### **Educational / Vocational Qualifications:**

- Tertiary qualification/degree in Neurophysiology or other relevant Science Degree.
- Additional training courses endorsed by the Association of Neurophysiological Technologists of Australia Inc (ANTA) or equivalent such bodies.
- Membership to relevant Neurophysiology associations and societies, such as ANTA Inc, ACCP and NSSA.

#### **Experience:**

- Experience in physiological recording/monitoring in paediatric setting
- Theoretical and practical experience gained through hospital setting placement in the scientific delivery and analysis of Evoked Potential diagnostic studies
- Working in multi-disciplinary teams within Neurology
- Conducting testing on paediatric cohort
- Preparing scientific reports outlining study parameters and recorded outcomes for diagnostic purposes

#### **Knowledge:**

- Knowledge of medical terminology, anatomy and physiology.
- Interest in Neurology related disorders.
- Knowledge of SA Health system and operations of Woman's and Children's Health Network.

#### **Personal Abilities/Aptitudes/skills:**

- Proven experience in the specialised diagnostic field.
- Proven ability in preparation of preliminary neurophysiology reports.
- Experience in differentiating between ictal and non-ictal events.
- Demonstrated working knowledge in the use of seizure inducing techniques.

## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing.

The legal entities include but are not limited to Department for Health and Wellbeing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Health Network/ Division/ Department:

The Women's and Children's Health Network (WCHN) was established to promote, maintain and restore the health of women, children and young people in South Australia. The Service plans, develops and coordinates health services as part of an integrated health system.

The Women's and Children's Health Network efficiently conducts and manages, within its identified resources, health services for children, young people and women, including:

- Specialist hospital services.
- Primary health care and population health programs.
- Integrated community care services.
- Services to address the health and wellbeing of particular populations, including Aboriginal Health Programs.
- Education and training programs.
- Research.



## Values

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### Domestic and Family Violence

The WCHN recognises violence against women as a human rights issue that must be addressed in the workplace, and is committed to a zero tolerance policy towards violence against women in the workplace. Accordingly employees must appropriately report and respond to any such acts in the workplace, and make available appropriate support to employees who may be experiencing violence in the community.

### Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date:**

## Accountability – what does it mean for me?

Within WCHN everyone is accountable for their contribution to the safety and quality of care delivered to consumers.

### Consumers

Consumers and their families participate as partners to the extent that they choose. These partnerships can be in their own care, and in organisational design and governance.

### Staff including Contractors, Locums, Agency, Students and Volunteers

All staff (as described above) have a role in the delivery of safe, high quality care to consumers, and are expected to perform their roles with diligence; and with a person-centred approach to the best of their ability. It is the responsibility of all staff to raise concerns when it is recognised that something is not right. Safety and quality is the responsibility of all staff, at all levels and across all locations.

### Clinicians

All clinicians are accountable for the provision of competent, consistent, timely, safe, reliable, contemporary and person centred care within a defined scope of practice.

Clinicians work in teams with professionals from a variety of disciplines based on mutual respect and clear communication, with an understanding of responsibilities, capabilities, constraints and each other's scope of practice.

All clinicians are responsible for providing care that is person centred, evidence based and which focuses on safety through minimising risk while achieving optimal outcomes for consumers. This is helped by participating in clinical governance, in WCHN health and safety forums, fostering a learning environment and supporting other clinicians to provide high quality services which are safe.

Clinicians are expected to speak up when there are concerns about safety so that these can be rectified and learnt from. Clinicians are accountable for their own individual professional practice, including maintaining currency of credentialing, registration and professional practice.

### Managers

Managers are accountable for implementing systems and practices that support high quality clinical practice. Managers oversee, guide and direct staff by providing leadership and advice ensuring appropriate clinical governance, continuous quality improvement, and leading safety programs. Managers develop, implement and monitor performance indicators for the identification, management and reporting of risk. Managers implement the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards within their areas of responsibility. Managers are expected to demonstrate diligence and honesty in the management of public resources.

Managers organise, direct and manage the performance of staff to meet operational requirements; implement and promote evidence based standards and policies that are compliant with relevant, professional, industrial and legislative requirements. Managers engage with and listen to staff, and create an environment where staff feel able to speak up in relation to concerns about safety. Managers address concerns raised and provide regular, ongoing feedback in the interests of improving care and safety.

### Executive/Divisional Directors

Executive/Divisional Directors are accountable for embedding the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards into their areas of responsibility and providing assurance to the Executive and Board that these systems are in place and work effectively, all risks are known and mitigated and that staff understand their safety and quality responsibilities.

It is expected that those holding senior leadership positions will model the highest standards of ethical and professional behaviour.

### WCHN Committees

WCHN Committees support Executive Directors to implement and evaluate organisational systems, support divisions to work together to identify and mitigate risk and continuously improve practice. They support the organisation to work as a single entity.

### Chief Executive Officer

The Chief Executive has overall accountability for safety, care delivery, system governance and monitoring.

### Board

The Board is accountable for governance, monitoring, compliance and ensuring the executive are discharging their responsibilities in managing the organisation.

# Women's and Children's Health Network Strategy 2026

## Four Strategic Priorities



Improved health  
and wellbeing of  
families and  
communities



Meaningful gains  
in Aboriginal health  
and wellbeing



Provide leading  
healthcare for women,  
babies, children and  
young people



Create one  
health network

## Key Enablers

Effective  
communication

Consumer and  
community  
engagement

Culture and  
leadership

Engaged  
and capable  
workforce

Enabling  
technology

Research

Productive  
partnerships

Contemporary  
infrastructure

Financial  
sustainability

Continuous  
improvement  
and innovation

**Mission** To improve the health and wellbeing of families and communities by providing integrated care and support

**Vision** To be a leading and respected health network for women, babies, children, young people and their families

**Values** Compassion, Respect, Equity, Accountability, Together for Excellence

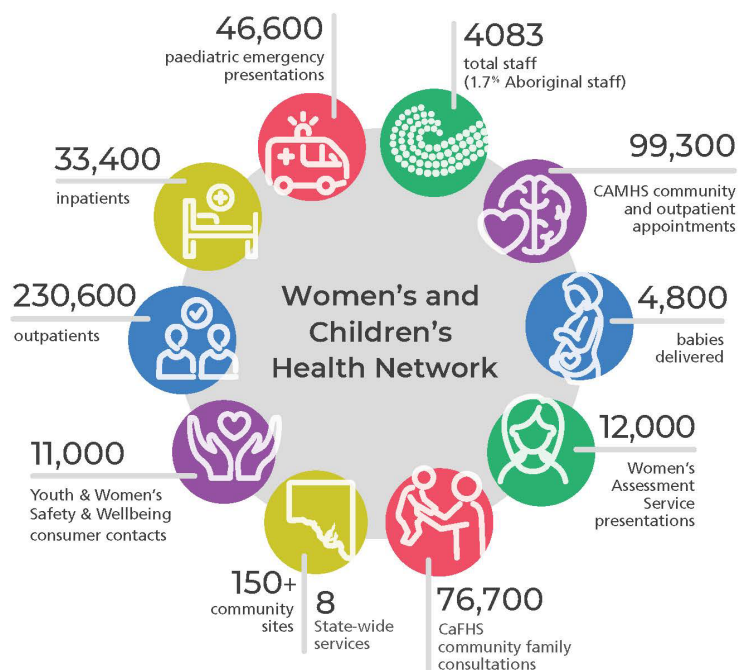
**Our Story** starts with our consumers and communities who are at the centre of everything that we do.

Our focus for the years ahead is to:

- Provide outstanding care and service
- Enhance our culture and leadership
- Design and deliver a new Women's and Children's Hospital
- Strengthen partnerships, expand innovation
- Through research, education and learning, inspire others, share specialist knowledge and deliver excellence in everything that we do
- Deliver an integrated WCHN

**Our Way** is underpinned by our agreed ways of working together that enable us as an organisation to:

- Share a common purpose and direction
- Use innovative and new ways to deliver our service
- Educate and support people to excel in the care that they give
- Grow and develop our current and future leaders
- Ensure that we have consistent behaviours and ways of working
- Implement processes and systems that are efficient and effective



State-wide services: Child and Family Health Service, Child and Adolescent Mental Health Service, Yarrow Place Rape and Sexual Assault Service, Disability Services, Child Protection Service, Metropolitan Youth Health, Women's Health Service, Women's Safety Strategy