

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Cardiac Physiologist - Echocardiographer
<b>Position Number:</b>	510654
<b>Classification:</b>	Allied Health Professional Level 3
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Hospitals South - Royal Hobart Hospital
<b>Position Type:</b>	Permanent
<b>Location:</b>	South
<b>Reports to:</b>	Chief Cardiac Physiologist
<b>Effective Date:</b>	September 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Satisfactory completion of an appropriate course of *study at a recognised tertiary institution, and registered with the relevant Board or, in the case of unregulated professions, eligible for membership of the relevant professional association.</p> <p>*Undergraduate or post-graduate tertiary qualification in Echocardiography.</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
<b>Desirable Requirements:</b>	<p>Eligibility for accreditation in Australia by the Australian Sonographer Accreditation Registry (ASAR)</p> <p>Experience in paediatric echocardiography</p> <p>At least 3 years postgraduate experience</p> <p>Current Driver's Licence</p>
<b>Position Features:</b>	On-call is a requirement.

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

As a senior member of the Cardiac Physiologist team within the Department of Cardiology, the Cardiac Physiologist - Echocardiographer contributes to the provision and development of an efficient, high-quality Echocardiography service at the Hospitals South by:

- Working collaboratively with members of the multidisciplinary team to facilitate optimal patient management through the provision of timely Echocardiograms and provisional Echocardiography reports to the Cardiologist.
- Assisting in the coordination of the Echocardiography service and service development.
- Contributing to the training and supervision of level 1-2 Cardiac Physiologists and Cardiology Registrars in the field of Echocardiography.

## Duties:

1. Perform comprehensive echocardiograms, stress echocardiograms and associated investigations to a high technical standard, based on best practice principles in accordance with the policies and standards of the Australasian Society for Ultrasound in Medicine and the Cardiac Society of Australia and New Zealand and with reference to the European, British and American Societies of Echocardiography guidelines.
2. Provide comprehensive provisional reports for the reading cardiologist and other medical specialists, organise images for review and liaise with other members of the health care team to support the decision-making process for best patient care outcomes.
3. Provide support during interventions requiring cardiac ultrasound guidance as well as the use of ultrasound enhancing agents and other specialised techniques.
4. Assist with transoesophageal echocardiograms (TOE) including caring and cleaning ultrasound and associated equipment and conducting high-level disinfection of TOE equipment. Responsible for maintaining accurate documentation of disinfection tracking.
5. Assist the Chief Cardiac Physiologist with the education, training and coordination of trainee Cardiac Physiologists and other health professionals.
6. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

Under the direction of the Director, Department of Cardiology, and the Chief Cardiac Physiologist, the Cardiac Physiologist - Echocardiography is responsible for:

- The provision of a safe, efficient, and high-quality service in Echocardiography, working collaboratively with multidisciplinary team members.
- Assist in the coordination and development of the Echocardiography service for inpatients and outpatients.
- Assist in the Echocardiography training and supervision of students, Level 1-2 Cardiac Physiologists and Cardiology Registrars, as required.

- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. High-level knowledge and significant experience as a Cardiac Physiologist in the field of echocardiography with a sound knowledge of cardiac physiology including cardiovascular haemodynamics and rhythm interpretation.
2. Proven commitment to ongoing professional development and ability to supervise and educate other health professionals and undergraduate and post-graduate students and a continuing contribution to knowledge in the field of echocardiography.
3. Excellent critical analysis and problem-solving skills with a vigilant attitude to accuracy.
4. Demonstrated excellent communication skills and ability to work effectively in a multi-disciplinary team environment.
5. Demonstrated ability to work with a high level of autonomy and demonstrated organisational and time-management skills.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).