

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Head of Clinical Perfusion Services
<b>Position Number:</b>	529703
<b>Classification:</b>	Allied Health Professional Level 5, Grade 4
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Tasmanian Health Services (THS) – Surgical Services – Tasmanian Cardiothoracic Unit
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Staff Specialist – Cardiothoracic Surgery
<b>Effective Date:</b>	May 2024
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Tertiary qualification/program of study recognised by the Australian and New Zealand Board of Perfusion</p> <p>Holds a Certificate of Clinical Perfusion awarded by the Australian and New Zealand Board of Perfusion</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>

Note: 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:

- Provide leadership in the delivery of perfusion services for the Cardiothoracic Service including cardiopulmonary bypass procedures and other associated circulatory support systems.
- Support and manage duties assigned to the Clinical Perfusion service as part of the Cardiothoracic Service.
- Ensure clinical perfusion services are provided and developed in an effective and coordinated manner.
- Operate as a member of the Cardiac Surgery Team providing a clinical service and specialist activity.
- Ensure all perfusion related equipment used by and within the service is readily available and appropriately maintained.

## Duties:

1. Provide clinical perfusion services in the Tasmanian Cardiothoracic Unit including:
  - setting up and operating cardiopulmonary bypass equipment to provide optimum life support for patients undergoing cardiac or non-cardiac surgery. This includes provision of blood circulation, gas exchange, total body hypothermia and techniques used to protect the unperfused myocardium.
  - operating equipment used in association with cardiopulmonary bypass eg: Intra Aortic Balloon Pumps, Ventricular Assist devices, thromboelastograph tests, Blood Salvage equipment, Blood Gas Machines, and the Medistem Flow Probe machine. The use of this equipment may also be needed in the Cardiac Catheter Lab and ICU or any other areas of the hospital as needed.
  - the provision of a blood-salvage service for cardiac surgery patients where indicated.
  - participation in the selection of equipment, both hardware and disposable, used for and in association with cardiopulmonary bypass, procurement of such items is as per the Procurement guidelines.
  - ensuring adequate supplies of all disposable equipment used for cardiopulmonary bypass and associated procedures is available, monitoring utilization including maintaining records of equipment used and costs.
2. Ensure the provision:
  - of user maintenance of relevant equipment. This involves regular calibration of a range of biomedical and monitoring equipment and providing and maintaining records of maintenance information on perfusion equipment.
  - and maintenance of all relevant perfusion information during cardiopulmonary bypass, in accordance with the practices and policies of the hospital.
  - of training and supervision for clinical perfusion staff and ensuring the provision of all necessary procedure and protocol manuals. This includes training advice regarding the use of biomedical and physiological monitoring equipment to theatre, ICU and Cath Lab staff.
3. Participate in the education of staff on the principles of cardiopulmonary bypass and associated equipment.
4. Arrange and participate in a 24 hour on-call roster for clinical perfusion services.
5. Ensure data collection, entry and extraction on all cardiothoracic surgery patients for TCU and PDU collaboration and also to provide audit and analysis.
6. Participate in ongoing research projects within the cardiothoracic surgical unit.
7. Provide assistance in the training of theatre staff in use of blood gas machines.
8. 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.
9. 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:

The level of impact of decisions made by this position on the patient undergoing cardiopulmonary bypass may be severe and life threatening, calling for the highest degree of discretion and judgment. The occupant of the position:

- is responsible for the quality of service, training and supervision of staff engaged on perfusion duties in the Tasmanian Cardiothoracic Unit and the Division of Surgery.
- together with the Director of Cardiac Surgery and the Director of Cardiac Anaesthesia and Perfusion, accepts responsibility for the selection of equipment to be used for cardiopulmonary bypass and associated procedures.
- in consultation with other members of the cardiac surgery team, accepts responsibility for management of the extracorporeal circulation consistent with the needs of the patient.
- prepares and operates equipment to be used for cardiopulmonary bypass and associated procedures.
- is responsible for the maintenance of stocks of disposable goods used for cardiopulmonary bypass and associated procedures.
- is responsible for planning and coordinating a maintenance program for the equipment used by perfusion services.
- is responsible for the in the on-call roster for the Tasmanian Cardiothoracic Unit
- participates in the planning and is responsible for the implementation of perfusion services to meet the needs of the Tasmanian Cardiothoracic Unit.
- 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:

- I. 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. Extensive experience as a fully trained Clinical Perfusionist with recent experience in a broad range of cardiopulmonary bypass techniques.
2. The ability to function effectively as part of a multidisciplinary team, demonstrating appropriate initiative for priority setting, goal achievement and time management.
3. Proven ability to understand and provide preventative maintenance to all perfusion and associated equipment.
4. Sound organisation skills with regard to the recording and maintenance of perfusion information detailed during operations.
5. Well-developed interpersonal, communication and leadership skills.
6. Ability to maintain computer databases and other computer based files.
7. Previous experience in the management and control of a small group of staff engaged on specialised work would be an advantage.

## 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 | Tasmanian Department of Health](#).