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SA Health Job Pack

Job Title	Cardiac Physiologist
Job Number	679326
Applications Closing Date	21 December 2018
Region / Division	Northern Adelaide Local Health Network
Health Service	Lyell McEwin Hospital
Location	Elizabeth Vale
Classification	AHP1 or AHP2
Job Status	Temporary Full -Time - up to the 7 January 2020
Indicative Total Remuneration*	\$69,932 - \$85,238 p.a. (pro-rata) – AHP1 \$90,046 - \$104,475 p.a. (pro-rata) – AHP2

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Child Related Employment Screening - **DCSI**
- ☒ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Matthew Chapman
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Government of South Australia
SA Health

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✎ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✎ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



ROLE DESCRIPTION

Role Title:	Cardiac Physiologist
Classification Code:	APH1/ 2
LHN/ HN/ SAAS/ DHA:	Northern Adelaide Local Health Network
Hospital/ Service/ Cluster	Lyell McEwin Hospital
Division:	Division of Medicine
Department/Section / Unit/ Ward:	Cardiology
Role reports to:	Senior Cardiac Physiologist and Chief Radiographer CVIS
Role Created/ Reviewed Date:	
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

The Cardiac Physiologist (CP) is responsible to the Director of cardiology, NALHN for performing routine and under reduced professional direction, more complex diagnostic tests in the disciplines of Echocardiography (including transoesophageal, 3D and stress echocardiography), Stress Testing (including pharmacological stress) and Ambulatory monitoring. They should also be able to interrogate and programme pacemakers, defibrillators and other implantable therapy devices.

The Officer will assist with the supervision and training of junior CVIs' and other relevant staff.

The incumbent provides specialist scientific expertise and advice on methodology suited to a cardiac investigation and contributes to advances in methodology and techniques, which may yield outcomes that supplement scientific knowledge and/or the provision of an investigative service

Direct Reports:

> Nil.

Key Relationships/ Interactions:

Internal

- > Line management to both the Senior NALHN Cardiac Physiologist and Chief Radiographer in NALHN CVIS
- > Responsible to the Director of Cardiology, NALHN
- > Works collegially with other CIOs employed within NALHN Cardiology Unit
- > Works as a part of a complex team with the other NALHN cardiac physiologists in collaboration with medical, nursing, allied health and administrative staff to offer patient focussed inpatient and outpatient care.

External

- > Collaborates with other SA Health Cardiology Units as required.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Although initially based at Lyell McEwin Hospital and Modbury Hospital, may be required to work within other locations of the Northern Adelaide LHN.
- > Some out of hours work may be required.

Delegations:

- > Nil.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contributes to the provision of efficient and effective diagnostic cardiographic testing by:	<ul style="list-style-type: none">> Performing under reducing professional direction routine, diagnostic tests in the field of Cardiac Physiologist Investigation in the following areas:> Advanced Transthoracic Echocardiography techniques of 2D, Doppler, colour Doppler and have the ability and knowledge of stress Echocardiography techniques (as required)> Assisting the Cardiologist during Transoesophageal Echocardiography procedures.> Performing more complex echocardiographic studies which may involve pharmacological stress.> Assessing pacemaker and other implantable device efficacy during implant and follow up clinics with optimisation of device operational parameters by telemetry reprogramming where required.> Organising and managing remote (Web-based) pacemaker and defibrillator follow-up clinics> Conducting high fidelity recording and interpreting findings of ambulatory diagnostic tests, including 24 hour ECG and BP monitoring.> Conduct, record and interpret results from physiological measurement and intervention during cardiac catheterisation, coronary angiography, coronary angioplasty and cardiac electrophysiological studies. Maintain equipment, provide quality contract, prepare records and prepare reports and data for interpretation by Cardiologists.> Assisting the Electrophysiologist in routine intra-cardiac electrophysiology and ablation procedures using programmed stimulation and, depending on procedure complexity, may assist a more senior CP during advanced spatial mapping methodology for acquiring and displaying electro-anatomical maps for purposes of

	<p>guiding ablation techniques used to eradicate tachyarrhythmias.</p> <ul style="list-style-type: none"> > Undertaking computer measurements, interpreting results from records and where required, preparing concise written reports on findings, liaising with senior staff regarding results prior to verification by a Cardiologist (where applicable). > Maintaining the back up of computer records in this discipline. > Maintaining and calibrating physiological equipment and advising service providers and other relevant staff of any faults. > Undertaking other duties as required commensurate with this classification.
Ensure the efficient provision of cardiographic services in the areas of electrophysiology, haemodynamics and echocardiography by:	<ul style="list-style-type: none"> > Assisting with the supervision and training of junior staff to ensure the application of established techniques and standards in the production of consistent diagnostic quality examinations including associated computational and interpretive analysis. > Assisting with the education of other relevant staff (eg nursing and medical staff). > Liaising with other institutions and supply companies to help coordinate the implementation of new methodologies or improvement to current practices. > Maintaining equipment operational parameters by calibration against validated standards. > Contributing to the safety of all staff by reporting safety problems and equipment breakdown/malfunction to the appropriate person. > Applying scientific expertise during acquisition of data for clinical research procedures. > Contributing to investigation and testing accuracy by applying established cardiac function evaluation techniques.
Records management	<ul style="list-style-type: none"> > All employees are responsible and accountable for keeping accurate, legible and complete records of their activities.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

AHP1

Bachelor degree in a relevant science or health related field; and
In order to work in Sonography:

- Eligibility for registration as an Accredited Student Sonographer as administered by the Australasian Sonographer Accreditation Registry (ASAR) or its equivalent.

AHP2

Bachelor degree in a relevant science or health related field; and either:

- a) Graduate Diploma in Cardiac Sonography (or equivalent); and
- b) Registration as an Accredited Sonographer as administered by the Australasian Sonographer Accreditation Registry (ASAR), or its equivalent;

or

- a) Bachelor degree in a relevant science or health related field; and
- b) Graduate Diploma of Cardiac Electrophysiology (or its recognised equivalent); or
- c) Equivalent skills acquired from extensive training and/or experience, as approved by the relevant delegate – only applicable to existing employees within scope for translation to the AHP Professional Stream.

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Personal Abilities/Aptitudes/Skills:

- > Demonstrated ability to liaise effectively with professionals of various backgrounds (written and verbal communication skills).
- > Demonstrated ability to communicate effectively with patients, technical, medical and nursing staff, regarding patient preparation, testing requirements and result interpretation.
- > Demonstrated ability to work independently and perform or oversee routine and complex cardio graphic testing with a high degree of expertise and autonomy.
- > Demonstrated ability to grasp complex technical and scientific concepts in the Cardiovascular field.
- > Demonstrated ability to analyse tasks, problems, and situations effectively and develop action and review plans.
- > Possess highly developed interpretive skills.
- > Reliable and conscientious attitude to work with particular attention to patient care and maintain a high level of confidentiality.
- > Computer software application skills.
- > Preparedness to contribute expertise to the Unit research and development interests through participation in projects, training, quality assurance and educational activities.
- >

Experience

- > Demonstrated experience with Echocardiography and pacing services.
- > Previous broad based experience in a cardiology investigation environment.
- > Demonstrated experience in working with computerised information systems.
- > Previous experience in any of the cardiac electrophysiological monitoring areas.

Knowledge

- > Understanding of Work Health and Safety principles and procedures
- > Understanding of the Australian National Safety & Quality Health Service Standards.
- > Demonstrated knowledge of human physiology and anatomy.
- > Demonstrated knowledge of Cardiac anatomy and physiology and pathophysiology.
- > Demonstrated knowledge of ultrasound principles as applied to cardiac investigations.
- > Demonstrated knowledge of Cardiac pacemaker and cardiac implantable device principles of operation and optimization.
- > Knowledge of Occupational Health, Safety and Welfare policies and procedures and their application in the workplace.

DESIRABLE CHARACTERISTICS

Educational/ Vocational Qualifications

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Personal Abilities/Aptitudes/Skills

- > Nil.

Experience

- > Proven experience in basic computing skills, including email and word processing

Knowledge

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Special Conditions:

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Criminal and Relevant History Screening.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007* (Cth).
- > 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.

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 Guidelines for Health Care Workers in South Australia 2014.*
- > *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- > *Children's Protection Act 1993 (Cth) – '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.*
- > *Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.*

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.

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.

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.

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 at all times 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.

Cultural Commitment:

NALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, NALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce

Resilience:

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

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, the Minister for Ageing, and the Minister for Mental Health and Substance Abuse. The Department for Health and Ageing is an administrative unit under the Public Sector Act 2009.

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

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 implementation of the National Health Reform in 2011 saw the establishment of five Local Health Networks across SA intended to promote, maintain and restore the health of the communities they serve.

The Northern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 3,800 skilled staff provide high quality patient care, education, research and health promoting services.

The Northern Adelaide Local Health Network (NALHN) provides a range of acute and sub acute health services for people of all ages and covers 16 Statistical Local Areas and four Local Government Areas (one of which crosses the Central Adelaide Local Health Network) and includes the following:

- Lyell McEwin Hospital
- Modbury Hospital
- Sub-Acute
- GP Plus Health Care Centres and Super Clinics
- Aboriginal Health Care Services
- Mental Health Services (including two statewide services – Forensics and Older Persons)

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

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.

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 understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document

Name:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17		Minor formatting with order of information amended.