



## HSS Registered

**Cardiac Scientific Officer**  
**Health Salaried Officers Agreement: Level P1**  
**Position Number: 103355**  
**Cardiology Department / Service 1**  
**Royal Perth Hospital / East Metropolitan Health Service**

### Reporting Relationships

Head of Department  
 AMA Level 16-24  
 Position No. 103353



Supervisor Cardiac Scientific Services  
 HSU Level P3  
 Position No. 103388



**This Position**



Directly reporting to this position:

Title	Classification	FTE

Also reporting to this supervisor:

- 103365; ECG Recordist; HSU G2
- 103367; ECG Recordist; HSU G2
- 103368; ECG Recordist; HSU G2

**Key Responsibilities**  
 To provide specialist technical, clinical and associated Cardiac Scientist services to the Department of Cardiology for the performance of diagnostic and interventional procedures. Responsible for the documentation, interpretation and recording of physiological and cardiovascular measurements and implantable devices.

## Brief Summary of Duties (in order of importance)

1. Responsible for the first line provision of Basic (BLS) and Advanced Life Support (ALS) in the invasive procedure environment inclusive of manual defibrillation, temporary transvenous and transthoracic pacing, and CPR during or post testing if required
2. During implantation of pacemakers, implantable cardioverter defibrillators and cardiac resynchronisation devices measure electrical parameters of leads and perform programming of devices. Monitor patient's ECG during procedures.
3. Responsible for the provision and follow up testing of hospital wide and outpatient pacemakers, cardioverter defibrillator and cardiac resynchronisation. Assess devices in clinic and reprogram as required. Operate rapid atrial or ventricular stimulator and/or manual activation of internal defibrillation as required under supervision of doctor.
4. Assess indication/contraindication and patient ability to perform exercise stress testing. Present history and ECG to doctor prior to commencing test. Supervise patient and monitor ECG/blood pressure, symptoms and status throughout exercise test and recovery. Terminate test as appropriate. Inform doctor of result and prepare preliminary report.
5. Responsible for the efficient operation of hospital wide ambulatory monitoring services including 24 and 48-hour Holter and Event monitors. Analyses results and produces diagnostic report. Interprets findings and informs Physician of any relevant clinical findings.
6. Assist with tilt table testing. Monitor patient's ECG and blood pressure throughout test and document all findings.
7. Liaise with booking clerks regarding the scheduling of appointments for ECG monitoring and pacemaker/ defibrillator clinic appointments.
8. Participate in the reporting process of diagnostic testing and input and maintains test result data as required. Maintain data input for patient billing, monthly statistics and stock ordering.
9. Perform calibration, provide quality control and assist with preventative maintenance and stocking of all diagnostic cardiac equipment.
10. Participate in education programs and develop teaching, and research programs in cardiology department.
11. If directed by Cathlab Director and Head of Department, duties may also include monitoring ECG during cardiac catheterisation and angioplasty procedures. Measurement of intracardiac pressures, cardiac outputs and blood oxygen saturations and reporting of results to the operating physician. This may also include operation of specialised equipment such as pressure wire recordings (RADI) and intra-aortic balloon pump (IABP).
12. Completes mandatory training (including safety and quality training) as relevant to role.
13. Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
14. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
15. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Bachelor of Science or Applied Science majoring in Anatomical Science, Biomedical Science, Exercise Physiology or Human Biology or Tertiary qualifications in Medical Imaging Technology or Nursing and eligible for registration with the relevant Board.
2. Sound knowledge of cardiac anatomy and interpretation of ECG.
3. Demonstrated verbal and written communication and interpersonal skills.
4. Ability to work unsupervised and as part of a team.
5. Good organisational, time management and computer skills.

### Desirable Selection Criteria

1. Previous experience as a Cardiac Scientific Officer.
2. Possession of IBHRE pacing and defibrillation and/or IBHRE electrophysiology and/or CEPIA certification or Mayfield certification.
3. Emergency defibrillation competency.
4. Ability to operate computer based technology and performs analyses with computer programmes.
5. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to: Evidence of holding an applicable tertiary qualification or equivalent as per selection criteria or registration by the relevant Board must be provided prior to commencement.

Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.

- Evidence of current “C” or “C.A.” class drivers licence.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

.....  
**Manager / Supervisor Name**

.....  
**Signature or**

.....  
**HE Number**

.....  
**Date**

.....  
**Dept. / Division Head Name**

.....  
**Signature or**

.....  
**HE Number**

.....  
**Date**

**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

.....  
**Occupant Name**

.....  
**Signature or**

.....  
**HE Number**

.....  
**Date**

.....  
**Effective Date**

**HCN Registration Details (to be completed by HSS)**

**Created on** 07/03/2016

**Last Updated on**

He74118 February  
 2017