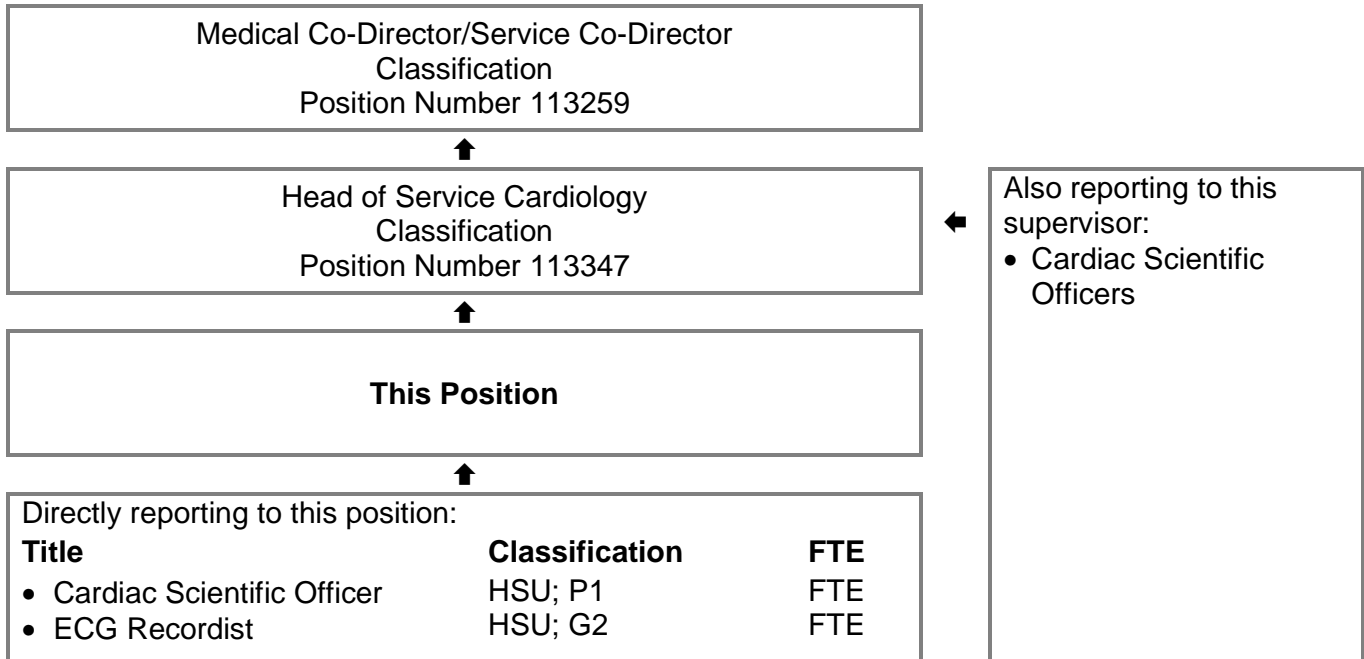




HSS Registered December 2016

Manager Cardiac Scientific Services
Health Salaried Officers Agreement: HSO Level P3
Position Number: 113732
FSH Cardiology
Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service

Reporting Relationships



Key Responsibilities
 Provides clinical leadership and managerial responsibility for the delivery of specialist cardiac scientific services to the Cardiology Service at FSH. Responsible for human resource management, service provision, purchasing and maintenance of budgets relating to the Cardiology Diagnostic Testing Unit and Cardiac Scientific services in the Cardiac Catheterisation Suite. Works with the NUM Angiography, the Lead MIT, the Lead Cardiac Sonographer and the Clinical Lead for Interventional Cardiology to further the Cardiology Service as a whole.

Brief Summary of Duties (in order of importance)

1. Duties and Responsibilities

- 1.1. Responsible for the provision of Cardiac Scientific services in the Cardiology Diagnostic Testing Unit and Cardiac Catheterisation Suite (CCS), including service planning and resource management.
- 1.2. Responsible for human resource management of all departmental Cardiac Scientific Officers and ECG recordists.
- 1.3. Works in partnership with clinical leads of each discipline to provide steerage and oversight within cardiology.
- 1.4. Oversee all cardiac scientific and diagnostic functions, including resting ECG, cardiac stress ECG testing, stress echocardiography (in conjunction with lead cardiac sonographer), ambulatory ECG monitoring, ambulatory blood pressure monitoring, pacemaker and defibrillator programming and testing.
- 1.5. Provide the Cardiac Catheterisation Suite with support for post-implantation testing and programming of temporary and permanent pacemakers and cardiac rhythm management devices as well as technical support for diagnostic electrophysiology studies and ablation procedures.
- 1.6. Support the multidisciplinary team in the CCS in the training for and performance of haemodynamic pressure and ECG monitoring.
- 1.7. Ensure appropriate staff are rostered to cover activities in the Cardiac Catheterisation Suite according to the requirements of the Clinical Lead CCS, Clinical Lead Electrophysiology and Pacing and Nurse Unit Manager of CCS.
- 1.8. Ensure appropriate training is provided and supervise all internal and external training programmes to be undertaken by staff, including IBHRE exams, CEPIA course or similar.
- 1.9. Ensure appropriate supply of pacemakers, defibrillators and other consumables as required for the Cardiology Testing Unit and Cardiac Catheter Suite to support the functions listed above.
- 1.10. Regularly review costings and provide feedback to Facilities Management and procurement regarding pricing of contract and non-contract items.
- 1.11. Regularly review the cardiology capital equipment purchase program, and participate in and make recommendations during tender and purchasing processes for relevant equipment in the Cardiology Testing Unit and Cardiac Catheter Suite.
- 1.12. In conjunction with the biomedical services and vendors, undertake commissioning and testing processes for newly installed capital equipment and liaise with the Biomedical Department regarding regular servicing and maintenance of all capital equipment relevant to the cardiac technical area.
- 1.13. Ensure the accurate recording of all patient technical data and maintain appropriate records of all relevant data in Cardio base and related systems.
- 1.14. In conjunction with the nominated PACS administrator for cardiology is responsible for ensuring appropriate quality, maintenance and data integrity of relevant cardiology applications.
- 1.15. Train and supervise other hospital staff, including nursing and medical staff, in all techniques related to cardiac scientific, diagnostic and technical procedures
- 1.16. Ensure the availability and accessibility of up to date protocols for cardiac scientific, diagnostic and technical procedures
- 1.17. Participate in regular reviews of operational planning, resource management, and review of policies, procedures and standards for the Cardiology Diagnostic Testing Unit and Cardiac Catheterisation Suite.
- 1.18. Implements and maintains performance management systems which support the ongoing development of team performance and skills.
- 1.19. Develop and maintain effective lines of communication with medical, nursing and allied health staff to ensure optimal patient care.

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- 1.20. Ensure the application of continuous on-going quality improvement principles in systematically evaluating and meeting patient needs.
 - 1.21. Participates in departmental research projects, relating to the Cardiac Catheter Suite and Cardiac Diagnostic Testing Unit as required. Assists with analysis of results and preparation of research reports as required.
 - 1.22. Participates in out of hour's on-call service for the Cardiology Testing Unit and Cardiac Catheter Suite as required by the Head of Service.
- 2. SMHS Governance, Safety and Quality Requirements**
- 2.1. Performs duties in accordance with the relevant Occupational Safety and Health and Equal Opportunity Legislation and WA Health Code of Conduct.
 - 2.2. Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program Specific Policies and Procedures.
 - 2.3. Participates in a continuous process to monitor, evaluate and develop services and performance.
 - 2.4. Undertakes other duties as directed.
- 3. 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. Possession of a Graduate Diploma of Cardiac Electrophysiology (CEPIA) or equivalent.
3. Extensive experience in interrogating and programming pacemakers/defibrillators and provision of technical experience during electrophysiology procedures and other Cardiac Catheter Suite procedures.
4. Demonstrated leadership and supervisory skills and knowledge of contemporary human resource principles.
5. Demonstrated effective verbal, written communication and interpersonal skills and ability to interact with patients in a caring and professional manner.
6. Well-developed time management, planning and organisational skills.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Possession of IBHRE Pacing and Defibrillation and /or IBHRE Electrophysiology and/or CEPIA Certification
2. Competency in Basic or Advanced Life Support and manual defibrillation.
3. Ability to operate computer-based technology and perform analyses with computer programmes.
4. Understanding of research and clinical trial procedures
5. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

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Appointment Prerequisites

Appointment is subject to:

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

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Manager / Supervisor Name Signature or HE Number Date
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Dept. / Division Head Name Signature or HE Number Date
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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
.....

HSS Registration Details (to be completed by HSS)

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