

POSITION DESCRIPTION

Position Title:	Sleep Scientist (Grade 1)
Business Unit/Division:	Sleep Medicine
Award Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2021-2025
Classification:	RX1-RX7
Employment Type:	Full time
Reports to:	Scientific Director, Department of Respiratory and Sleep Medicine
Date Prepared/Updated:	19/08/2025

General Role Statement:

As part of a multi-disciplinary team, the Sleep Scientist Grade 1 will provide be responsible for conducting polysomnographic procedures on people undertaking sleep studies. This will include providing clinical care, instruction and supervision in the treatment of sleep disorders (I.e. obstructive sleep apnoea with continuous positive airway pressure (CPAP)). The role includes a range of other clinical and laboratory duties (supervision of trainee scientists, patient education, communication with clinicians, data entry and analysis, quality improvement, research). The role requires an emphasis on high quality clinical care and maintenance of scientific standards for physiological measurement to deliver effective and efficient person-centered care in accordance with laboratory policies and procedures.

ORGANISATIONAL OVERVIEW

Introduction

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Centre
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.

- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

ROLE STATEMENT

The Sleep Scientist grade 1 will support the Sleep Laboratory team to deliver an outstanding level of clinical care to people with sleep disorders. The position will require flexibility, adaptability and ambition and a constant focus on quality improvement. The Sleep Medicine service at Northern Health aspires to deliver safe, coordinated and high-quality care to all of our patients. The position involves the delivery of clinical services (related primarily to CPAP therapy) and to the performance of polysomnography and other investigations within the sleep laboratory. The role requires working within a multi-disciplinary team including scientific, nursing, medical and administration to efficiently provide sleep medicine clinical services across both the hospital setting and in primary care. Participation in the departmental performance review and development program is required.

The laboratory provides both in-laboratory and ambulatory sleep assessments in both inpatient and outpatient settings. The role is based out of the Epping campus but may also extend to other Northern health sites as the service grows. The position involves directly performing and supervising sleep physiological testing within the Department of Respiratory and Sleep Medicine at Northern Health.

The Department of Respiratory and Sleep Medicine actively supports the personal and professional growth of its' staff and is supportive of innovative ideas in both clinical and research activities. This includes input to designing and refining models of care so that can efficiently provide clinical services across both the hospital setting and in primary care to ensure delivery of outcomes that matter most to patients.

All employees:**Quality, Safety, Risk and Continuous Improvement**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Role Specific

- Perform all diagnostic and treatment sleep studies and other testing, including implementation of PAP therapy, mask fitting and patient education as required, according to established laboratory protocols.
- Apply and calibrate the full range of sensors and electrodes required to perform the requested sleep study.
- Where appropriate, provide patient education on sleep disorders and their treatment.
- Provide support for the senior scientific leadership within the Sleep Medicine service including day-to-day operational performance within the sleep laboratory and sleep clinics.
- Assist in the development and improvement of procedures and methods that ensure the safety of patients undergoing tests as well as the accuracy, reliability and timeliness of test results.
- Assist and participate in effective quality assurance programs.
- Perform timely analysis of sleep studies to ensure prompt and accurate preparation of reports.
- Contribute to cover for leave and periods of high demand.
- Liaise with medical, nursing and other staff to ensure the objectives of each sleep study are achieved.
- Assist in the development and maintenance of written laboratory procedures and policies.
- Contribute to the research and development program of the department and assist in the development and implementation of computer software, instrumentation and testing methodologies.
- Ensure the care and safety of patients attending the unit.
- Ensure the care and performance of laboratory equipment. Perform quality assurance, maintenance and troubleshooting procedures on monitoring devices and computerised instrumentation. Monitor stock levels of consumables.
- Actively contribute to improvements in methodologies and standards of practise with a focus on quality assurance.

- Attend and actively participate in initial and ongoing education of other staff, attend and participate in staff in-service meetings and with departmental research as required.
- Actively seek continual ongoing professional development including relevant post graduate qualifications.

Leadership

- Drive the provision of outstanding, patient-centred health care.
- Actively engage in the wider multidisciplinary team, promoting team work and respect.
- Remain up-to-date with the latest scientific evidence for sleep medicine testing and therapy consistent with the seniority of the position

Strategic and Project Management Leadership

- Assist with the monitoring of productivity and performance of Sleep Medicine and participate in quality improvement using appropriate efficiency indices – sleep study reporting timeframes, Q-sleep indices
- Assist in the accreditation process to achieve laboratory accreditation within two years.
- Actively participate in strategic initiatives and quality improvement initiatives across Northern Health.
- Actively engage consumers in service improvement activities as per the NH Partnering with Consumers plan.
- Actively participate in assigned portfolios, working groups and committees.
- Develop and implement patient flow initiatives within the Unit and interfacing departments.
- Contribute to quality improvement through identifying areas for improvement, developing solutions (as part of a multi-disciplinary team) and monitoring progress and performance after project completion.
- Enthusiastically contribute to research efforts within sleep medicine or related projects.

Organisation-Wide Contribution

- Comply with Legislation, Northern Health By-Laws, Regulations, Policies and Procedures including those relating to: Privacy and Confidentiality, Occupational Health and Safety, Performance and Development Management, Harassment in the Workplace, Equal Employment Opportunity (EEO), and Use of Social Media.
- Promote a culture of risk reduction and “safety first” awareness and ensure risk management strategies and processes are embedded into work practices.
- Demonstrate by example, adherence to and role modelling of the Northern Health values and Staff Code of Conduct.
- Practice within the guidelines and support the achievement of accreditation under the National Safety and Quality Health Care Standards.
- Participate in Safety and Quality education and training as required across Northern Health.
- Record and report all clinical and non-clinical incidents
- Encourage utilisation of, and participate in, the patient complaint process as a means to improve the quality and safety of care.
- Ensure equipment is maintained and replacement planned in accordance to NH policies and procedures.
- Support budget development and ensure financial management consistent with the NH delegations policy.
- Facilitate and participate in team communication and decision-making strategies that support the Unit’s and organisation’s objectives.
- Contribute to the development of clinical care standards and nursing policies, procedures and protocols across the unit.

- Ensure all activities comply with Northern Health policies and procedures and contribute to the development and update of policies and procedures as required.
- Actively engage in performance development and self-directed learning and achieve annual performance development goals.
- Participate in performance review including establishing and working toward achievement of a professional development plan.
- Ensure patient record management meets all legal, professional and organisational standards.
- Encourage utilisation of, and participate in, the patient experience process as a means to improve the quality and safety of care.
- Complete mandatory training relevant to the role and discipline.

Diversity and Inclusion

- Conduct self in a way that is respectful of others.
- Support achievement of Northern Health's Cultural Responsiveness Plan.
- In collaboration with other staff, initiate and support training and events that promote diversity, inclusion and gender equity.
- Utilise patient and carer feedback to inform the delivery of patient-centred care.

Innovation and Culture Change

- Actively engage in organisational change and transformation processes.
- Promote a culture of person-centred care.
- Enable empowering environments where employees and colleagues can be themselves, raise concerns and innovate without fear of failure.
- Display an innovative mind-set.

SELECTION CRITERIA

Qualifications, Registrations and Qualities

Essential

- Science degree (or working towards) or higher in a related discipline.
- Interest or experience in clinical sleep laboratory measurement and physiology.
- Excellent organisational and interpersonal skills and capacity to foster a team approach.
- Excellent oral and written communication skills.
- Computer literacy
- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

Desirable

- Relevant post graduate qualification
- Familiarity with more complex procedures including arterial blood gas analysis, oesophageal pressure recording, transcutaneous CO₂, core body temperature, non-invasive ventilation
- Familiarity with polysomnography, ABG and other related instrumentation (I.e. TcCO₂, CPAP, NIV pumps, etc...)
- Some experience in participation of laboratory accreditation, development diagnostic, and quality

control and/or research procedures including evaluation of new instruments

- Ability to travel between Northern Health campuses

Knowledge, Skills and Behaviours

- Desire to collaborate with interdisciplinary teams
- Capability and desire to excel within both the clinical and non-clinical aspects of the role
- Have shown the initiative for continuous professional development.
- Demonstrates high level commitment to ethical practice
- Understands medico-legal issues related to clinical care, privacy and confidentiality
- Demonstrated ability to work under pressure, prioritising work to meet deadlines.
- Able to work effectively both independently and in a team
- Demonstrated initiative and enthusiasm, approachable, flexible nature
- Commitment to continuous improvement and open to change
- Strong analytical and problem-solving skills.
- Ability to effectively implement process improvement and organisational change
- Creative with the delivery of health and safety messaging to engage the workforce.
- Well-developed customer service and conflict resolution skills.

Employee Declaration

I have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: