

## POSITION DESCRIPTION

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<b>Position Title:</b>	Cardiac Electrophysiology Fellowship - Clinical
<b>Business Unit/Division:</b>	Cardiology / Emergency Services Division
<b>Award Agreement:</b>	AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026
<b>Classification:</b>	HM1180 – Award 09
<b>Employment Type:</b>	Fixed Term Full Time – 76 Hrs per F/N
<b>Reports to:</b>	Director of Cardiology
<b>Date Prepared/Updated:</b>	September 2025
<b>General Role Statement:</b>	Provision of appropriate care to inpatients and outpatients of the Department. Provision of a consultative service for patients of other Departments. Ensure supervision for the junior medical officers and to provide support for the senior medical staff in the care of the Departments patients.

## ORGANISATIONAL OVERVIEW

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### 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 Community Hospital
- 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**

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The Cardiac Electrophysiology Fellow

This position is responsible for:

- To provide a Cardiology service to inpatients.
- To be on call for Cardiology emergencies and to attend outpatient clinics.
- To participate and contribute to Cardiology services at Northern Health.
- The fellow will support education and training initiatives and active participation in forums and the Northern Hospital research week.
- As a secondary focus, the Unit/Department and consultative service for patients of other units or departments. He or she also ensures supervision of the junior medical officers and provides support for the senior medical staff in the care of the Unit/Department's 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

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### Role Specific

1. Areas of responsibility
  - To support a cardiology consultation service for inpatients and outpatients.
  - To be on-call for cardiology.
  - To support a cardiology consultation service for inpatients.
  - To perform a minimum of 1 outpatient clinic per week.
  - To support teaching of medical students, junior medical staff and physician trainees.
2. To engender a commitment to excellence in patient care
  - To be current with new developments in general medicine.
  - To continuously review existing practices and to promote change where required.
  - To ensure the maintenance of adequate clinical records that document significant patient management decisions.
  - To ensure that patients are given adequate information upon which to base their decisions.
  - Clinical responsibilities:
    - To understand the expectations of a physician at the Northern Hospital as agreed by the Division of Medicine. To take responsibility for patients directly under their care, which involves: reviewing, investigating and treating all outpatient and inpatient referrals in a timely manner; and to communicate with their registrar by phone on the evening of each receiving day.
    - To liaise with patients' General Practitioners to ensure patients' ongoing medical care is optimal.
3. Teaching and Education
  - To be committed to teaching junior medical staff on ward rounds and in outpatients.
  - To participate in formal teaching programme of the junior medical staff.
  - To mentor the junior medical staff and peers.
  - To participate in medical student teaching.
  - To participate in post-graduate medical teaching.

- To participate in peer education by attendance at the Medical Grand Rounds.
  - To actively seek to improve their teaching skills.
  - To undertake ongoing professional development/education in accordance with individual needs and RACP guidelines.
  - To regularly attend educational meetings organised external to the hospital.
4. Research/Audit/QC activities
- To have a demonstrated ongoing commitment to research or audit activities.
  - To encourage the junior medical staff to undertake research or audit activities.
  - To present the results of audit/QC activities and to implement improvements based upon their findings. To monitor the outcomes.
5. Quality - To engender a commitment to excellence in patient care by
- Participating in the relevant divisional/unit quality activities program(s), including the development of critical care pathways.
  - Facilitating the development of current protocols and guidelines.
  - Being responsive to patient and relative complaints.
  - Co-operating with the Medical Quality Assurance and Clinical Review Committee thereby encouraging excellence in clinical practice.
6. Team membership/Leadership
- To provide leadership where appropriate or needed.
  - To interact with other members of the team in a collegial manner.
  - To teach and learn from other members of the team.
7. Administration
- To advise the Head of Medical Unit and/or Clinical Program Director (Emergency Services) with respect to administrative issues relevant to the Service.
  - To attend and contribute to committees within Northern Health.
  - To work within the budgetary provisions for the delivery of clinical services. To recognise that the Hospital has a limited budget.
  - To give reasonable notification of absences to the Human Resources Department prior to periods of leave.
  - To participate in the hospital's annual performance appraisal for junior medical staff.
  - To contribute to the activities of the Medical Staff Association, its sub-committees and in selected sub-committees of the hospital.

## SELECTION CRITERIA

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### Qualifications, Registrations and Qualities

#### Essential

- Must be a registered practitioner with AHPRA with appropriate training and experience in General Medicine. Must be Fellow of the RACP or hold equivalent recognised qualifications.
- At least 3 years advanced training in Cardiology at a recognized tertiary centre (as per the FRACP Specialist Advisory Committee for Cardiology 2005 guidelines).
- This is a 1 year program commitment that can be extended to 2 years.
- Must have a proven track record of excellence in clinical service delivery with a demonstrated commitment to continued improvement and team work.

- Must have a demonstrated and ongoing commitment to education of themselves, their colleagues, junior staff, other members of the team, and medical students.
- Must have a demonstrated and ongoing commitment to medical research, audit, QC and other activities that improve patient care.
- Must have excellent written and verbal communication skills
- 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.

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: