

POSITION DESCRIPTION

Position:	Staff Specialist Cardiologist
Directorate	EDMS - CMO
Division:	Medicine
Business Unit:	Cardiology
Enterprise Agreement	AMA Victoria – Victorian Public Health Sector - Medical Specialists Enterprise Agreement 2022-2026
Reports to:	Clinical Director Cardiology



MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 1200 staff and has 172 beds and provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

VISION

Mildura Base Public Hospital – providing exceptional care.

PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to **page 5** of this document.

INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

STRATEGIC OBJECTIVES



POSITION SUMMARY

The Staff Specialist Cardiologist reports directly to the Clinical Director of Cardiology within the Department of Medicine at Mildura Base Public Hospital. The Department of Medicine provides cardiology care to a large catchment area within North-Western Victoria and across the border, including Mildura in the Northern Mallee region and surrounding smaller towns, and extending into lower New South Wales up to Broken Hill and into South Australia to Renmark and surrounds. This includes inpatient care, outpatient clinics and cardiology outreach clinics to nearby health services. As the service is being developed this is an exciting area to get involved and shape this service.

Responsibilities of the Staff Specialist Cardiologist include the provision of inpatient cardiology consultations and outpatient and outreach cardiology clinics. They will also assist in expanding the Clinical Diagnostic Unit by performing and reporting a range of cardiac investigations.

The Staff Specialist Cardiologist will be an important part of the Mildura Base Public Hospital Cardiology team, providing outstanding and compassionate patient care. They will assist in strengthening and actively developing the services supporting patients with cardiac conditions in the North Western Victoria rural area, taking a team-based approach and recognising the importance of multidisciplinary and collaborative care.

KEY RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to:

- Provide cardiology outpatient clinics (General/Heart Failure/Rapid Access AF Clinic)
- Deliver cardiology outreach clinics within the North-Western Victoria Tri State region
- Provide selected telehealth consultations where clinically appropriate
- Ensure adequate documentation and clinical outcome correspondence are done and verified in a timely fashion (3 working days) ensuring documentation meets professional and legal standards
- Oversee junior doctors and medical students attending clinics and provide on the spot guidance and feedback to them.
- Ensure the clinics are running on time and smoothly
- Attend to any follow – up phone calls or advice required by the GPs or other care providers for patients seen in the clinic.
- Action any investigations that have been ordered from the outpatient clinic in the doctor's name.
- Liaise closely with other clinicians regarding patients with comorbidities attending other clinics or health services.
- Refer to appropriate allied health teams including HARP, cardiac rehabilitation and palliative care services
- Assist with triaging of outpatient cardiology referrals

- Facilitate early reviews for appropriate cardiology patients where needed

Inpatient:

- Provide prompt inpatient consultation for patients in Critical Care, Medical Wards and the Emergency Department
- Expedite early cardiac investigations and/or outpatient review where appropriate
- Assist with communication and discussion of inpatients with tertiary cardiology centres
- Provide education to Junior Medical Staff – Registrars, Hospital Medical Officers and Interns during inpatient consultations

Clinical Diagnostic Unit (CDU):

- Report transthoracic echocardiograms
- Supervise stress echocardiograms and organise further testing and reviews where necessary
- Perform and report transoesophageal echocardiograms (TOE)
- Report other cardiac investigations which may include ambulatory blood pressure monitors, Holter monitors and 12-lead ECGs
- Communicate critical results promptly to treating units/GPs and ensure results are actioned
- Contribute to education and upskilling for the staff of CDU
- Participate in peer review/quality control activities
- Assist with expansion and development of the Clinical Diagnostic Unit and the range and scope of services provided.

Administrative:

- Participate in any Clinical Governance activities as directed by the Clinical Director or the Executive Chief Medical Officer. This would include, but not be limited to, participating in in-depth reviews, root cause analyses, M&M meetings.
- Work closely with the infection control team to ensure safe and robust infection control practices are followed.
- Work closely with the Pharmacy Department to maintain ongoing education about drugs and ensure safe Medication Management
- Take an interest in the financial management of the Department and contribute to proposed advances in service delivery.

OTHER RESPONSIBILITIES:**Provide quality and safe clinical care for consumers**

- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure
- Comply with best practice healthcare standards, legislation, and MBPH's Clinical Governance Framework and clinical practice guidelines
- Consumer feedback and complaints are responded to appropriately to ensure that issues are resolved and quality and safe clinical care is provided
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards

- Promptly report vital consumer observations that are outside the normal range as per clinical guidelines
- Ensure an effective discharge from hospital or services that reflects the needs of the consumer.

Develop and maintain collaborative relationships with all disciplines

- Collaborate and communicate with all members of the health care team at MBPH and our tertiary referral centres to achieve desired consumer outcomes
- Respect the decisions and actions of others
- Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.

Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes

- Maintain current knowledge of clinical practice, participate in Royal Australasian College of Physicians Continuing Professional Development Program
- Actively participate in identifying where improvements can be made to the quality of consumer care
- Participate in clinical audits, research, process redesign and accreditation against healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care.
- **Commit to ongoing professional development of self, other employees and the profession**
- Actively participate in the annual appraisal process
- Maintain and demonstrate regulated clinical skills and competencies by undertaking professional development and completing mandatory training as defined by the Gold training modules at MBPH
- Undertake credentialing and review of scope of practice and work within these
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews
- Support the development of others by acting as a resource to colleagues and participating in orientation and precepting of new employees and supervising students
- Provision of appropriate supervision to less experienced clinical employees
- Participate in committees and professional groups and disseminate relevant information to other health care professionals.

KEY PERFORMANCE INDICATORS:

Your performance will be measured through your successful:

- Demonstration of MBPH Heart Values and behaviours to be a role model for living the values, Emphatic, Accountable, Respectful, Team Based, Happy
- Development and maintaining of collaborative relationships with all other teams and professionals;
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the Mildura Base Public Hospital workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by MBPH Gold Training Modules and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;

- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements in Victoria;

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

- Current registration with the Australian Health Practitioner Regulation Agency as a Specialist Cardiologist.
- Experience in performing stress echocardiograms and transoesophageal echocardiograms, and reporting transthoracic echocardiograms
- Excellent oral and written communication skills
- Ability to work collaboratively within a team environment
- Commitment to providing support and education to junior medical staff and medical students
- Being credentialed to implant pacemaker devices would be of an advantage

MANDATORY REQUIREMENTS

Registration with Professional Association:

For example, AHPRA, AHRI, etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

National Police Record Check

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Working with Children Check:

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Drivers Licence

A current Victorian driver's licence is required for this position

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.

ACKNOWLEDGEMENT BY EMPLOYEE

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: _____

Employee Signature: _____

Date: _____



Happy WE ARE POSITIVE

As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



Empathetic WE ARE CARING

As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



Accountable WE ARE COMMITTED

As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



Respectful WE ARE OPEN TO OTHERS

As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



Team-based WE ARE ONE TEAM

As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

LANGUAGE WE USE

"I choose..."
"I care..."
"I prefer..."
"I will..."
"I can..."
"Is there a better way to do this?"
"Can we explore that more so I can understand it better?"
"We will...us...we can..."

LANGUAGE WE DON'T USE

"I have to..."
"I must..."
"If only..."
"Ah well, that is because of XYZ..."
"Our processes do not let us do it"
"Things have always been done this way"
"Them and us"

THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

