

POSITION DESCRIPTION

June 2017

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

Organisational Values

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

POSITION TITLE:

Specialist Cardiac Physiologist

REPORTS TO (Title):

Charge Cardiac Physiologist

REPORTS ON A DAILY BASIS TO:

Section Head Physiology

PRINCIPAL OBJECTIVES

To perform tasks with a high level skill.
To be able to teach and train other staff.
To maintain this level of skill by attending training, keeping updated with current articles related to specialist areas.
To regularly present to colleagues locally, and nationally.
To have areas of specific responsibility.

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

1	Service Manager, Cardiology Department
2	Clinical Director, Cardiology Department
3	Cardiology Interventional and Diagnostic Manager
4	Charge Cardiac Physiologist
5	Section Head Physiology
6	Physiologists
7	Cardiologists
8	Advanced Registrars, Cardiology
9	Cardiology Day Unit and Cardiology Out Patient Nursing & MRT Staff
10	Secretarial staff, Cardiology
11	Telephonists for "on call" roster
12	Maintenance Personnel
13	Technical Officers, Cardiology
14	Patients and their support persons

EXTERNALLY:

1	Cardiac Physiologists from other centres
2	Industry Representatives

QUALIFICATIONS:

- Current Practising Certificate
- Membership of SCT
- BSc
- Post Graduate Diploma in Cardiac Technology
- Specialist Qualification – CEPIA, IBHRE Pacing/ICD, IBHRE EP, Masters of Cardiac Technology in Speciality area – or equivalent

EXPERIENCE AND ATTRIBUTES:

- At least 6 years post graduate experience in the field of EP and/or Pacing and ICD follow-up and implantation
- High level of clinical competence in area of speciality
- Takes ownership of decisions in order to meet responsibilities
- Ability to teach, lead & and mentor developing staff in area of speciality
- Strong commitment to career and Cardiac Physiology community

KEY PERFORMANCE OBJECTIVES:

Task	The Specialist Cardiology Technologist must perform complex clinical procedures
Expected Result	<ul style="list-style-type: none"> • Specialising in EP and/or pacing & ICD follow up • Be well prepared and organised for procedures and consistently produce good quality results • Demonstrate specialist technical knowledge in area of speciality • Demonstrate proficiency in all areas of speciality • Observe professional ethics and demonstrate professional responsibility and accountability • Prepare, order and maintain equipment in area of speciality • Maintain skill levels by reading current clinical articles & attending training programmes
Task	The Specialist Physiologist must develop departmental skills and standards
Expected Result	<ul style="list-style-type: none"> • Provide specialised training of qualified staff in advanced techniques • Assist with lecture programmes within the department and around the hospital • Independently present &/or publish at a national level • Contribute to profession through clinical audit/research/quality improvement at local & regional levels • Provide clinical consultation to other members of the team • Develop clinical leadership & skills within the team • Identify and mitigate risks in area of speciality • Contribute to development of clinical policies, protocols & guidelines locally & regionally

HEALTH & SAFETY:

- Observe all Canterbury DHB safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

QUALITY:

Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

PERSONAL ATTRIBUTES:**MANDATORY****Key Behaviours:**

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.
- Commitment to continuous learning and performance development
- Encourages development in all team members
- Develops and maintains positive relationships and works in partnership with other team members
- Shares knowledge and works cohesively in the team
- Is proactive and motivated and responds positively to new challenges and opportunities
- Plans and organises own workload, allocating time to priority issues, meeting deadlines and coping with the unexpected
- Focuses on quality improvement and customer satisfaction

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.