

## **POSITION DESCRIPTION**

October 2024

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

Health New Zealand Canterbury | Te Whatu Ora, Waitaha (HNZ) is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

### **Organisational Vision**

Our 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:**

Cardiac Physiologist

### **REPORTS TO (Title):**

Charge Cardiac Physiologist

### **REPORTS ON A DAILY BASIS TO:**

Charge Cardiac Physiologist

### **PRINCIPAL OBJECTIVES**

To perform tasks with a high level skill.  
To maintain this level of skill by attending training, and ongoing reading.

### **FUNCTIONAL RELATIONSHIPS:**

(Who are the customer/consumers/patients)

#### **INTERNALLY:**

1	Patients undergoing Cardiac Procedures or Tests
2	Other Cardiac Physiologists and Technicians
3	Cardiologists
4	Cardiology Diagnostic & Interventional Manager
5	Advanced Registrars, Cardiology
6	Cardiology Day Unit and Cardiology Out patient Nursing Staff
7	Cardiology Radiographers
8	Secretarial staff, Cardiology
9	Telephonists for "on call" roster
10	Maintenance Personnel
11	Technical Officers, Cardiology

#### **EXTERNALLY:**

1	Technical and Medical Staff from other Hospitals
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Cardiac Tech

**QUALIFICATIONS:**

- Current Practising Certificate
- Membership of SCT
- BSc
- Post Graduate Diploma in Cardiac Technology

**EXPERIENCE AND ATTRIBUTES:**

- Independent in Catheter Laboratory
- Independent in analyzing Holters
- Professional interpersonal skills and proven ability to create effective working relationships
- Effective time management skills
- Meticulous attention to technical detail
- Ability to adapt under pressure

**KEY PERFORMANCE OBJECTIVES:**

Task	The Cardiac Physiologist must perform clinical procedures
Expected Result	<p>Be involved in Clinical procedures in the following areas:</p> <ul style="list-style-type: none"> <li>➤ Electrophysiology</li> <li>➤ Pacing implantation</li> <li>➤ Invasive Cardiology – Cardiac Investigations</li> <li>➤ Pacemaker follow-up Clinics</li> <li>➤ Holter Monitor Analysis</li> <li>• Be available during the normal working hours for all required work and demonstrate time management skills in unrostered time</li> <li>• Be well prepared and organised for procedures, and consistently produce good quality results</li> <li>• Participate in planned/unplanned overtime as requested</li> <li>• Participate in “on call” services</li> <li>• Understand the need for patients’ privacy and confidentiality at all times</li> <li>• Show sensitivity to patients’ needs, demonstrating cultural sensitivity</li> <li>• Observe professional ethics, and demonstrate professional responsibility and accountability</li> </ul>
Task	The Cardiac Physiologist must develop departmental skills and standards
Expected Result	<ul style="list-style-type: none"> <li>• Maintain adequate knowledge and sufficient training to carry out clinical procedures – both by keeping up skill levels, individual study, and attending training programmes</li> <li>• Communicate pertinent issues that have arisen within the department with appropriate staff</li> <li>• Maintain annual practising certificate and take responsibility for own CPD</li> <li>• Record data in an accurate, complete and timely manner as required by relevant protocols/procedures</li> <li>• Ensure equipment safety checks are current and any problems or malfunctions are reported to the Charge Physiologist</li> <li>• Attend and actively participate in staff meetings</li> </ul>

**HEALTH & SAFETY:**

- Observe all Health New Zealand Canterbury 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 Health New Zealand Canterbury'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 HNZ 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
- Develops and maintains positive relationships and works in partnership with other team members
- Is proactive and motivated and responds positively to new challenges and opportunities
- 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.