

# Austin Health Position Description



## Position Title: Director of Cardiology

Classification:	Medical Specialist - Director of Cardiology
Business Unit/ Department:	Cardiology
Work location:	Austin Health <input checked="" type="checkbox"/> Heidelberg Repatriation <input checked="" type="checkbox"/> Royal Talbot <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	AMA Victoria - Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022- 2026
Employment Type:	Part-Time
Hours per week:	As per contract
Reports to:	Divisional Medical Director, Surgery, Anaesthesia and Procedural Medicine and Divisional Director, Surgery, Anaesthesia and Procedural Medicine
Direct Reports:	16.52 FTE
Financial management:	TBA
Date:	November 2024

## About Austin Health

Austin Health is one of Victoria's largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health and rehabilitation.

Our vision is to shape the future through exceptional care, discovery and learning. This is supported by our values which define who we are, shape our culture and the behaviours of our people.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

## Position Purpose

The Director of Cardiology, in collaboration with the Divisional Management Team, leads all strategic and operational facets of the service to ensure the efficient management of resources and effective provision of patient centred services within a complex and dynamic health service.

As a member of the Senior Medical Staff (SMS) Leadership Group and Operations Directorate leadership team, the role of Director is to provide professional leadership and promote excellence in clinical care, research and teaching in the field of Cardiology within a whole of organisation context.

The appointee will report to the Divisional Medical Director and the Divisional Director of the Surgery, Anaesthesia and Procedural Medicine (SAPM) Division to realise the delivery of contemporary, innovative and patient focused care within the health system.

The Director of Cardiology contributes to the development of strategic and business delivery plans within SAPM and the Operations Directorate and is accountable for the achievement of goals articulated within plans and unit specific targets under the Statement of Priorities in terms of access, activity, quality and budget.

The Director maintains key accountability for the standard of care and patient outcomes within their department. They provide professional leadership to (clinical) staff to ensure services that efficiently and effectively enable the delivery of exceptional patient focused care.

As a major teaching and training hospital, the Director will work closely with the Clinical Education Unit, Cardiology trainees and their supervisors to provide a comprehensive and supportive teaching environment.

The appointee will be the Director of Cardiology at Austin Health, its programs and satellites.

## About the Cardiology Department

The Department of Cardiology is located on Level 5 at the Austin Hospital Campus. Clinical and administrative activities occur on Level 5 at the Austin Tower and Harold Stokes Building.

Medical staff comprises cardiologists, RACP accredited advanced trainee cardiology registrars, HMOs, sub-specialty fellows encompassing non-invasive imaging, pulmonary hypertension, heart failure, structural cardiology, interventional cardiology and electrophysiology, and a number of higher degree research fellows.

The Cardiology department provides an extensive range of cardiac services to inpatients and outpatients. These services include consultations, echocardiography, non-invasive testing (ECG, Holter monitoring), coronary angiography and percutaneous intervention for

coronary and non-coronary applications (congenital and valvular), electrophysiological testing and ablation (including AF ablation) and device implantation (pacemaker and ICD). The department provides 24-hour cardiac catheterisation laboratory services for acute myocardial infarction. In-patients are managed predominantly in the 32-bed Cardiac and Thoracic Unit on Ward 5 East. The department has links to the University of Melbourne and a major involvement in teaching, training and research at under-graduate and post-graduate levels, for both nursing and medical staff.

## **Purpose and Accountabilities**

### **Role Specific:**

#### **Clinical Care**

- The Director is responsible for the delivery of Cardiology services, including ensuring services are delivered to the highest quality to support the provision of exceptional, patient-focused care.
- Promotes participation in multidisciplinary clinics/meetings for optimum planning of patient management and treatment with other health professionals in the hospital.
- Manage and allocate Cardiology physicians and registrars in the delivery of medical services across all medical units.
- Manages and participate in an on-call Cardiology service as required.
- Regularly review and revise models of care to optimise bed management/utilisation within Cardiology and that are consistent and aligned with the organisational goals for quality of care and access.
- Support the Divisional Medical Director with achieving a process for timely notification, cover and general management of medical staff leave.
- The Director is required to be actively involved in service delivery, including clinical duties and support the maximisation of revenue generation for the Cardiology service.
- Works with the clinical team to implement strategies that promote timely access to care through innovation and exploring alternate models of care.
- Provide comprehensive cardiology management of inpatient and outpatients.
- Participate in Unit meetings and activities.
- Provide a consultative service to other Units as required.

#### **Teaching, Training and Research**

- The Director will be expected to participate in both undergraduate and postgraduate teaching activities of the Hospital.
- The Director will be expected to promote and provide leadership in Cardiology to facilitate basic and clinical research projects within the Hospital.
- Develop and expand research programs.
- Develop, maintain and monitor a regular clinical audit framework across Cardiology that is consistent and aligned with the organisational goals as they pertain to Safety, Quality and Risk.

- The Director will participate in Austin Health quality, safety & risk activities and attend relevant clinical and quality committees as required including Medical Grand Round, Medical Outcome Review Committee and the Divisional Quality, Safety & Risk Committee
- Participate and foster participation in ACHS Accreditation.
- Assist in ensuring all accreditation assessments for training positions are successful.
- Contribute to the supervision, education and training of junior medical, nursing and other clinical staff, including participating in their performance appraisal and feedback processes.
- Commitment to facilitate, conduct and participate in clinical and/or basic research.
- Participate in the auditing and review of clinical practices to improve clinical outcomes.

### **Management Roles**

- Provide visible leadership to ensure consistent delivery of high quality, accessible patient care.
- Contribute to the development of position descriptions, duty rosters and rostering of unit medical staff to ensure the service meets the requirements of Austin Health.
- Oversee annual and conference leave planning of medical staff, in particular minimising excess leave and promoting timely notification of leave to enable agreed service provision.
- Promote and model the hospital's policies, such as the Code of Conduct, Occupational Health and Safety and Incident management.
- Performance management of medical staff, including annual evaluation, feedback and the development and monitoring of performance and development of action plans when behavioural issues arise.
- Taking a key role in the selection of advanced trainees in Cardiology.
- Review and establish appropriate processes for the monitoring and authorization of all overtime and recall claims for medical staff in the unit taking into account of the resources available to the unit.
- Taking responsibility for managing the workloads of individuals and groups of staff such that the skill, knowledge and expertise best matches the work requirements.
- Ensuring that work requirements of medical staff are within acceptable industrial limits.
- Ensure clear accountability for quality and safety within the department.
- Ensure policies and procedures are maintained and embedded in local work areas.
- Develop work plans for continuous improvement of systems and care for inclusion in business improvement plans.
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional.
- Mandatory Training - upon commencement of employment ensure new employees in your Cardiology department complete all mandatory e-learning training on the following:
  - Emergencies, Fire & Sustainability

- Bullying, Harassment, Equal Opportunity & Anti-Discrimination
- Aggression Management & Prevention
- Hand Hygiene
- At any given time, ensure 85% of employees in your Cardiology department have completed the mandatory e-learning training.
- Ensure that employees responsible for acting as Fire Wardens complete Fire Warden training annually and within one month of commencing as Fire Warden.
- Ensure any additional training for specific clinical staff is completed (e.g. BLS, ALS, Movesmart, Cerner).

**Business management, including but not limited to:**

- Participation in the development of strategic plans in Cardiology, the Directorate and the Division.
- Development and implementation of appropriate policies and procedures.
- Working closely with the Divisional Manager, Divisional Medical Director and Divisional Director to constantly assess performance, including clinical activity indicators and expenditure to deliver rational and evidence-based use of available resources.
- Work with the clinical leads in Cardiology to establish a clear definition of expectations of their roles in relation to the Director role.
- Maximise bed utilisation through ensuring that all staff in the unit participate actively in effective discharge planning.
- Promote and participate in the management of emergency access issues supporting working towards the achievement of the National Emergency Access Targets.
- Assist in the development of business cases to introduce new or varied service models to ensure that Austin Health remains at the forefront of cardiovascular service delivery.

**Financial**

- Participate in monthly review of the Cardiology budgets with the Divisional Director, Divisional Manager and Finance Business Partners. Identify reasons for variances to budget and take agreed actions to control any variance.
- Participate in building the annual budget for the Department in line with the strategies and guidelines of the organisation.
- Support the maximisation of revenue for the Cardiology service.

**Other**

- The Director will ensure a high level of work quality, develop, implement and monitor quality improvement activities within Cardiology, in accordance with Austin Health Policies as varied from time to time.
- Ensure successful achievement of organisational wide accreditation processes (National standards).
- The Director will ensure safe work practices and environment in the Cardiology Department in accordance with Austin Health Policies as varied from time to time.

- Demonstrate a commitment to working as a team member with peer medical, junior medical, nursing and other clinical staff to provide efficient, safe and quality care across the continuum.

#### **All Employees:**

- Comply with Austin Health [policies & procedures](#) as amended from time to time.
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues and members of the public. Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Comply with the principals of patient centered care.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

#### **People Management Roles:**

- Ensure clear accountability for quality and safety within the department
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional
- Be aware of and comply with the core education, training and development policy.
- Maintain a positive Department culture that ensures a working environment in which all team members feel safe, valued, respected and empowered to deliver the best possible care and achieve their full potential.

## **Credentialing and Scope of Clinical Practice**

**Core Scope of Clinical Practice** *Procedures, therapies and competencies that a Fellow from the respective specialist medical college would be competent in practicing. This only applies to practice at Austin Health and its campuses/services.*

The core SoCP in Cardiology includes:

1. Manage acute and chronic adult cardiac disease
2. Apply primary and secondary prevention strategies in cardiac disease
3. Basic and advanced life support
4. ECG and Holter monitor reporting
5. Basic treadmill exercise stress testing
6. Direct current cardioversion

*This will be assumed if the Cardiologist has a Fellowship of the Royal Australasian College of Physicians in Cardiology or equivalent and an ongoing continuous practice in this specialty.*

**Extended Scope of Clinical Practice** Procedures, therapies and competencies that a Fellow from the respective specialist medical college would be competent in practicing after additional training, qualifications and experience as determined by the Divisional Medical Director or delegate.

The Divisional Medical Director or delegate is expected to apply guidelines from the respective specialist medical college and/or appropriate state, national and international bodies. Where guidelines are not explicitly available, the Director/Head of Unit must apply 'best-practice' principles to ensure safe clinical care.

- CT coronary angiography and cardiac MRI
- Diagnostic cardiac catheterisation and coronary angiography
- Echocardiograms (transoesophageal and transthoracic)
- Electrophysiological studies and ablation
- Individual Use of Intravascular Lithotripsy (IVL)
- Insertion of permanent pacemaker and defibrillators
- MitraClip Procedure
- Percutaneous coronary intervention (PCI)
- Structural heart disease intervention (Adult congenital heart defect closure including ASD, PFO, PDA; left atrial appendage closure)
- Transcatheter aortic valve intervention (TAVI)

**Emergency/Life threatening situation** – In a medical emergency situation, any medical staff member who is credentialed at Austin Health is permitted to provide necessary patient care, as best able, and outside their defined scope of clinical practice in order to provide life-saving measures and/or to prevent serious harm.

**Please note** – Recognising the dynamic and rapidly advancing nature of medical practice, if you believe a novel competence, practice or procedure should be included within your specialty's scope of clinical practice, please speak to your Head of Unit and refer to the 'Introduction of a New Technology / Clinical Practice' policy on The Pulse

**For general accreditation the following need to be satisfied**

- Demonstrated continuing professional development
- Regular attendance at audit
- Participation in one or more of the following
  - Teaching or research
  - Organising audit
  - Clinical governance
  - Other role within Austin Health but outside of the unit/specialty
  - College role

**For each area where special expertise** needs to be demonstrated

Some or all of the following criteria will be used to assess accreditation

- Specialist training or a specific fellowship
- Significant accumulated total experience in the field
- Recent experience (adequate number of cases per year in previous years)
- Satisfactory completion of an acceptable outside organisations credentialing requirements.

## Selection Criteria

### Essential Knowledge and skills:

- A commitment to Austin Health values
- Must be a registered Medical Practitioner in Australia with the Australian Health Practitioner Regulation Agency (AHPRA)
- Hold a current Fellowship of the Royal Australasian College of Physicians in Cardiology or its equivalent with postgraduate qualifications in Cardiology.
- Have appropriate training and experience applicable to the field of cardiology and its applicable sub-specialty.
- Demonstrated advanced leadership capabilities including the ability to lead in a clinical and non-clinical context.
- Clear ability to manage the complex issues that pertain to bed access, patient flow and discharge practice across all aspects of patient care.
- Clear ability to design and implement improvement programs in relation to Specialist Clinic access and discharge.
- Demonstrated academic excellence, including excellence in research in the field of cardiovascular medicine.
- Demonstrated teaching ability at undergraduate and postgraduate levels.
- High-level understanding of Clinical Governance and a passion for providing exceptional patient care.
- Demonstrated excellent organisational and management skills.
- Evidence of advanced communication skills including the ability to influence and liaise with a wide range of stakeholders.
- A commitment to excellence and in developing and improving performance in Cardiology at Austin Health.
- A clear focus on engagement, teamwork and collaboration.
- Active involvement in professional Colleges and Societies, Associations and National/International bodies.
- Previous leadership experience at a senior level within a clinical unit.

### Desirable but not essential:

- A sound understanding of information technology including clinical systems and applications relevant to the management of rostering and risk management reporting or as required for the role and/or department.



- An understanding of the complexities and challenges of public health.

## General Information

### Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

### Equal Opportunity Employer

We welcome applications from Aboriginal and Torres Strait Islander people. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#)

## Document Review Agreement

<b>Manager Signature</b>	
<b>Employee Signature</b>	
<b>Date</b>	

## People Management Role-Direct Reports

## Key Leadership Roles - Cardiology

