

Position Description

Position title	Electrophysiology Fellow
Department / Division	Cardiology, Division of Surgery
Classification	HM25 – HM30
Position reports to	Director of Cardiology Prof Michael Cheung A/Prof Andrew Davis, A/Prof Andreas Pflaumer
No. of direct & indirect reports	N/A
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.

The Royal Children's Hospital
<p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>

ROLE PURPOSE
To ensure that all infants and children with heart defects, or acquiring heart disease during childhood, have access to effective diagnostic and treatment facilities and are given the best possible chance of enjoying a full and healthy life.

KEY ACCOUNTABILITIES

Clinical service and training

- To partake in the day-to-day clinical management of patients within The Cardiology Department at The Royal Children's Hospital.
- To acquire an in depth understanding of the acute investigation and management of infants and children with cardiac defects and disease and especially in those with cardiac rhythm problems.
- To learn to work in a high dependency area, with seriously ill infants / children; and to work with a closely integrated team of surgical and cardiological personnel, managing their care.
- To assist and supervise the RMOs and Registrar looking after cardiac patients on Koala Ward.
- To develop and refine appropriate skills in Arrhythmia investigations (ECG / Holter / Exercise testing, etc) and invasive Electrophysiology as well as Cardiac Catheterisation.
- To compile and present data about individual patients, in a concise and accurate format, for consideration in the weekly joint cardiology / surgical conference.
- The Fellow will assume responsibility for the different key areas within The Department, as outlined below.
- These responsibilities will be subject to individual variations agreed to by the Director of Cardiology and the Clinical Leader Arrhythmia.
- He/she will participate in rostered duties involving periods of ward duty, echocardiography duty, ECG / Arrhythmia analysis and out of hours call. He/she will be allocated regular periods for EP-lab and outpatient clinic attendance / training. He/she is required to be available for all periods of rostered duty and on call.
- He/she will compile and present data about patients who need to be discussed after EP study or for other reasons; in a concise and accurate format, for consideration in the weekly joint cardiology / surgical conference. He/she will compile data for the regular audit meetings.
- He/she is expected to set up and organise a suitable research project, after discussion with the cardiologists responsible this project must be completed and written up prior to completion of the position.
- Approximately 15% of the Fellow's time will be designated as primary training time and research.

Key responsibilities within the department

Inpatients (Cardiac Services)

- The ward Fellow is responsible for keeping in close touch with the progress of all inpatients (cardiology and cardiac surgical).
- He/she will arrange necessary investigations on inpatients that require cardiology involvement (Echocardiograms / Holter / catheterisation etc).
- He/she will attend the morning round each day (8 am) and will take over new patients / problems from the specialist registrar on duty overnight. At the end of each day, he/she will hand over to the on-call Fellow, before going off duty.
- He/she will play a senior medical support role for the resident staff on the cardiology ward.
- He/she will inform the on-call cardiologist about significant problems with any inpatient and about all new admissions (day or night).
- Additionally, he/she provides the intraoperative imaging service for the cardiac surgeons.

Inpatients (Consultation Service)

- The Fellow will see and assess new and review in-patients, referred by other clinical departments within The Hospital.
- He/she will formulate a treatment plan for each patient and will communicate about these and other inpatient issues with the on-call cardiologist and/or with the cardiac surgeon or cardiologist for the patient in question.

Outpatients

- The Fellow will see and assess new and review patients, as allocated by the cardiologists. He/she will discuss all patients with their cardiologist, who will always see the patients and their families personally before they leave the clinic. Letters to the referring practitioner and copies to other interested practitioners (including the family GP) will be dictated for all patients, using the format recommended by the department director.

Invasive Cardiology

- The Fellow will oversee the pre-procedural work-up for all patients undergoing cardiac catheterisation.
- He/she will assist the Consultant Cardiologist in performing the catheterisation procedure and collaborate with the nursing staff in the provision of post-procedural care.
- He/she will present patients following cardiac catheterisation or with data which has been supplied from other institutions at the joint conferences with the cardiac surgeons.

ECG

- The Fellow is responsible for supervising treadmill exercise tests, and providing preliminary reports thereof, and for assisting with ECG and Holter analysis.

Administrative tasks

Discharge summaries.

- Specialist registrars will be asked to assist with the completion of discharge summaries on patients who are not known to the residents / registrar. This may arise in relation to patients who were admitted and discharged from ICU, without ever coming to the cardiac ward and to patients whose summaries were overlooked / not completed by the appropriate resident prior to a changeover in junior staff.

Audit

- The Department is committed to an ongoing audit of our performance. The Fellow is expected to partake in this audit program.

Other Relevant Activities

- Attendance at Outpatient clinics, consults and EP Lab
- Attendance at dedicated departmental teaching
- Conduct EP-related clinical research.

Education

Departmental meetings

- Cardiology / cardiac surgery case conference (Thursday 9.00am-12pm)

Departmental training activities

- EP Meeting - Monday 12:30 – 1:00pm
- Cardiology teaching sessions (Wednesday 12.00pm- 2.00pm)
- Echo meeting (Tuesday 12.30pm-1.30pm)
- Postgraduate teaching / lecture program (Friday 12.30pm-1.30pm)
- ECG / arrhythmia teaching
- Post-ward round teaching (30mins).
- MRI reporting session (Monday 8.45-9.30am)
- Dept meeting (Thursday 8.30-9.00am)

QUALIFICATIONS AND EXPERIENCE

This post will be in Paediatric Cardiology with the emphasis on Electrophysiology. The training will involve partaking in invasive and non-invasive diagnostic and therapeutic EP studies, Genetic counselling, outpatient clinics as well as research objectives.

Essential

Experience in

- In- and outpatient assessment of arrhythmias using non-invasive methods
- Indication, performing and reporting of diagnostic EP studies.
- Introduction and understanding of ablation therapy of arrhythmias.
- Understanding of the indication and basic techniques of implantation and follow up of implantable arrhythmia device.
- Decision making in paediatric cardiology in- and outpatients.
- Attending outpatient clinics, consults and EP Lab
- Attendance at dedicated departmental teaching
- Conduct EP-related clinical research.

KEY SELECTION CRITERIA

Key attributes

- Strong time management
- Resilience and ability to relate to and interact with patients and parents in challenging circumstances.
- High level of integrity and confidentiality
- Quality-focused, with a systematic approach to work and with attention to detail
- Able to exercise initiative and demonstrate accountability.

Qualifications and experience

- MB BS or equivalent. Higher degree / diploma equivalent to FRACP
- Previous paediatric experience up to registrar grade or equivalent, including neonatal medicine.
- Previous work in Paediatric Cardiology is advantageous.

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment.
- Employees are required to maintain a valid Working with Children Check throughout their employment.
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative.

- Courageous - We pursue our goals with determination, ambition and confidence.
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated

June 2024