POSITION DESCRIPTION

Job Title: Interventional Cardiology Fellow

Last updated: June 2016

Reports to: Director of Cardiology

1. MISSION, VISION AND VALUES

OUR VISION STATEMENT
To lead transformation in health care inspired by the healing ministry of Jesus

OUR MISSION STATEMENT
As a Catholic health and aged care service our mission is to bring God’s love to those in need through the healing ministry of Jesus. We are especially committed to people who are poor and vulnerable. We draw on the talents of our people and collaborate with others who share our vision and values to continue the pioneering spirit of Mary Aikenhead and the Sisters of Charity. We are committed to providing compassionate and innovative care, enabling hope for those we serve.

OUR VALUES
Compassion
Justice
Integrity
Excellence

OUR CARE STATEMENT

- Our care is
  - Provided in an environment underpinned by Mission and Values.
  - Holistic and centred on the needs of each patient and resident.
  - High quality, safe, and continuously improved to ensure best practice.
  - Innovative and informed by current research using contemporary techniques and technology. Delivered by a team of dedicated, appropriately qualified people who are supported in a continuing development of their skills and knowledge, and provided with a commitment to a respect for life according to the Gospel.

2. JOB PURPOSE

- To obtain experience and advanced skills in Interventional Cardiology, with a focus on Percutaneous Coronary Intervention (PCI). The undertaking of PCI will initially be as an assistant with a progression to Primary Operator as the appropriate skill set is acquired under the supervision of VMP’s.
- To assist in the day to day clinical management of patients undergoing Coronary Angiography and Percutaneous Coronary Intervention as directed by Visiting Medical Practitioner and Nurse Unit Manager to ensure high quality patient care.
- To facilitate and support efficiency and smooth workflow of the Daily Cardiac Catheter Lab List.
3. JOB HOLDERS REQUIREMENTS

3.1 Knowledge and Experience Required:
- MBBS or equivalent
- Advanced Training in Cardiology with extensive experience in Coronary Angiogram (min.600)
- FRACP or equivalent/completion of Advance training in Cardiology

3.2 Practical/Specialist Skills:
- Microsoft Office (MS Word/Excel/Outlook/PowerPoint)
- Presentation Skills

3.3 Other Skills or Competencies:
- Mission orientation and beliefs
- Strong communication skills
- Relationship building / interpersonal skills
- Commitment to teamwork
- A high skill level in Medical/Surgical practice
- An understanding of and commitment to total quality service

4. MAJOR RESPONSIBILITIES

Leadership and Management

1. Service Delivery
- Responsible for the delivery of clinical service as delegated by Director of Cardiology and Chief Medical Officer.
- Perform diagnostic and interventional angiography procedures under VMP supervision
- Participation in introduction and evaluation of new technologies.
- Ensure that accurate and relevant patient documentation including admission, progress notes, treatment sheets, discharge notes are completed.
- Communication of such assessment and management decisions to the appropriate visiting medical practitioner, medical staff and nursing staff involved in their patients’ medical care.
- Notification to the appropriate consultant of patients referred to the Department
- Communication with the patient, or with immediate family where appropriate about his/her condition and management.
- Communication and coordinating effectively with the parent unit in regard to admission, discharge, management plans, diagnostic requests and consultations. All major changes in the patient’s condition should be conveyed to the parent unit.
- Ensure a working knowledge of all unit protocols, including drugs, power failure, emergency and infection control.
- Consult at St Vincent’s Private Hospital Melbourne’s Clinic outpatient service as directed by Chief Medical Officer

2. Quality Improvement
- Participating in the quality improvement activities of the department.
- Participate in Audit and initiate Research Projects.

3. Teaching
- The Cardiology Fellow is expected to supervise and assist junior medical staff in the Coronary Care Unit and Cardiac Unit when appropriate
• Supervision and training of registrars/residents in cardiac catheterisation laboratory when required.
• The Interventional Cardiology Fellow will be actively involved in education including lectures and tutorials to nurses, residents and medical students.
• The Interventional Cardiology Fellow will participate in the Department educational forums/meeting. Journal presentations and discussions on specialised topics may be required.

4. Research
• The Interventional Cardiology Fellow will participate and initiate research projects related to cardiology.

5. Resource Utilisation
• Coordination of patient admissions and discharges to ensure efficient utilisation of Cardiac Catheter Laboratory operating sessions and maximise bed occupancy in the cardiac unit
• Assist with the efficient flow of workload/clinical service in the Cardiac Catheter Lab to ensure lists are undertaken as efficiently as possible with a standard of excellence in clinical practice.

• Human Resources
  • Acts as a preceptor for new staff, students and trainees
  • Participates in annual performance appraisal and regular goal setting
  • Welcomes, assists and embraces new and junior staff to the unit
  • Demonstrates ongoing commitment to an Equal Opportunity Workplace

• Quality & Resource Management
  • Demonstrates awareness of cost implication of medical supplies, equipment, linen etc.
  • Participate in the development and implementation of unit based quality activities
  • Contributes to the development of unit/department policies, procedures and programs.
  • Assist in the collection of data for audit purposes

Professional Development
• Accountable for personal achievement of 100% competencies as per unit and organisational needs.
• Implement and progress own training and development
• Maintains Log book for fellowship auditing purposes of all Cases participated/undertaken in the Cardiac Catheter Laboratory

Risk & Safety Management
• Ensures the provision of a safe work environment, work practices and minimises risks to self, staff and patients.
• Maintains or exceed standards of infection control, WH&S, Clinical risk and legislative compliance
• Has current Radiation License Accountable for personal knowledge of legislative requirements, policies and procedures in the areas of infection control, WH&S (including compliance with radiation safety) and Clinical risk.
• Ensures all work undertaken is within own capacity, experience and training and does not accept duties beyond own abilities or scope of practice.
• Takes immediate action to rectify any unsafe situations or acts, reporting all incidents and near misses according to hospital policy and procedure
• Strictly follows Manual Handling Policy
Appendix 1 – INHERENT PHYSICAL REQUIREMENTS OF ROLE

### INTERVENTIONAL CARDIOLOGY FELLOW

<table>
<thead>
<tr>
<th>Critical Job Demand descriptor</th>
<th>% of time performed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constant</td>
<td>&gt; 66% of the time.</td>
</tr>
<tr>
<td>Frequent</td>
<td>34% – 66%</td>
</tr>
<tr>
<td>Occasional</td>
<td>5% - 33%</td>
</tr>
<tr>
<td>Rare</td>
<td>&lt; 5%</td>
</tr>
</tbody>
</table>

The primary role of the Interventional Cardiology Fellow is to provide the day to day clinical management of cardiac patients under the care and direction of the Accredited Medical Practitioner and the Nurse Unit Manager to ensure high quality patient care. They are also required to perform specified surgical procedures.

A large proportion of the working day is spent attending to patients in the Coronary Care Unit, Cardiac Unit, Interventional Laboratory and in surgery, however they are also available to provide education and advice to medical students, and junior medical and nursing staff. They will be required to be actively involved in teaching including lectures and tutorials to nurses, residents and medical students in addition to participating in Department educational forums and meetings.

The Interventional Cardiology Fellow is responsible for ensuring accurate and relevant patient documentation including admission, progress notes, treatment sheets and discharge notes are completed, and communicated to relevant hospital staff eg. visiting medical practitioner, and other nursing / medical staff involved in the patient’s care.

The Interventional Cardiology Fellow is expected to supervise junior medical staff and students in the Coronary Care Unit and Cardiac Unit and supervise nursing staff during certain procedures. The Interventional Cardiology Fellow will perform diagnostic and interventional angiography procedures under supervision, and consult at the St Vincent’s Clinic outpatient service.

The Interventional Cardiology Fellow is required to attend all Code Blue calls whilst on duty and respond accordingly.

Given the design of St Vincent’s Private, Fitzroy the Interventional Cardiology Fellow is often working between levels with multiple flights of stairs. Whilst the role is based on site at the Fitzroy campus they may be required to provide support / attend meetings at other sites.
Employee Position Declaration

I ____________________________ (Please write your full name) have chosen to accept the offer of employment at St Vincent’s Private Hospital Melbourne.

In accepting this offer I have read and understand fully the Position Description and Inherent Physical Requirements of the position. I confirm that I have provided St Vincent’s Private Melbourne with true and correct and fulsome information; and to the best of my knowledge, have not withheld any information concerning my past or present state of health. I confirm that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Responsibility Areas. I understand that the information provided is a general outline and may not encompass every aspect of the position.

I understand that if I provide any incorrect or misleading information, or there is any material omission, it may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I also understand that this is separate to the Employment Contract that I will sign, outlining the terms and conditions of my employment.

_____________________________  ______________________________
Signature                           Date