The Royal Melbourne Hospital









Advancing health for everyone, everyday.

Could this be you?

Join The Royal Melbourne Hospital Team

Position Description

Cardiology Fellow – Electrophysiology & Pacing

The Royal Melbourne Hospital

THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First

People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness

Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. **Be a great place to work and a great place to receive care**
2. **Grow our Home First approach**
3. **Realise the potential of the Melbourne Biomedical Precinct**
4. **Become a digital health service**
5. **Strive for sustainability**

The Royal Melbourne Hospital

Position Description

Position Title:	Cardiology Fellow – Electrophysiology & Pacing
Service:	Cardiology
Location:	The Royal Melbourne Hospital – City Campus
Reports To:	Director of Cardiology
Enterprise Agreement:	AMA Victoria - Victorian Public Health Sector – Doctors in Training Enterprise Agreement 2022–2026
Classification:	HM25+ - As per EBA
Employment Status:	Part Time / Fixed Term
Immunisation Risk Category:	Category A
Date of Review:	April 2025

POSITION SUMMARY

The Cardiology Department includes the Coronary Care and Step-down Unit, the Cardiology ward, a Cardiology Day ward, 3 cardiac catheter laboratories and a large non-invasive and diagnostic service. The Department provides care to emergency and elective patients with heart disease including ischaemic heart disease, heart failure and valvular heart disease. Major areas of clinical activity and research include complex cardiac arrhythmia patients, large adult congenital cardiac service, cardiac genetic service, a large structural interventional service including congenital and combined cardio-obstetric service with the Royal Women's Hospital.

In a 12-month period, approximately 4,000 inpatients are treated, and approximately 2,700 patients underwent diagnostic or therapeutic procedures in the Cardiac Catheter Laboratories. Approximately 22,500 patients attended for outpatient consultations or outpatient investigations, and approximately 2,200 attended for cardiac rehabilitation.

DEPARTMENT SUMMARY

The Cardiology Department at the Royal Melbourne Hospital is a major tertiary and quaternary referral centre. The Department provides large adult congenital cardiac service and includes a combined congenital cardiac pregnancy service with the Royal Women's Hospital. It has national and international recognition as a leading clinical and research Arrhythmia centre. The Department also has major strengths in interventional coronary, structural and congenital cardiology and cardiac genetics. It provides the state-wide complex lead extraction service. The Department is affiliated

with the University of Melbourne with major teaching and research priorities. It works closely with the large cardiac surgery unit which has major interests in arterial grafting, off-pump bypass, valve repair, aortic and adult congenital surgery.

KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Assessment of all patients prior to the procedures
- Assisting and performing the procedure under direct supervision and follow up of the patient both immediately after the procedure, during the hospital stay
- Attendance and follow up of electrophysiology patients at outpatient clinics and pacing clinics
- Recording, auditing and regular presentation of the Department's Electrophysiology results at weekly meetings

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.

- Regular presentations at the biweekly Cardiology Audit meeting, bimonthly Cardiac Surgical meeting and the weekly lecture meeting of the Department
- Clinical research projects in Electrophysiology in the Department under supervision
- Timely and accurate completion of reports, discharge summaries and correspondence within the Department

KEY RELATIONSHIPS

Internal	External

- Electrophysiologists/Pacing Consultants
- Cardiology Consultants
- Cardiac Catheter Lab nursing and physiologists
- Cardiology Registrars and HMOs
- Cardiology Liaison nurse (Arrhythmia)
- Cardiology Administrative staff
- Cardiac Radiographers

All RMH Units including ED and ICU

- Outside referrers
- Patients/families/carers

KEY SELECTION CRITERIA

Formal Qualifications

- Registration with (or eligible for registration with) The Medical Board of Australia - AHPRA
- Appropriate tertiary health professional qualifications – MBBS or equivalent

Essential Experience

- Commitment to live the Melbourne Way.
- Experience and expertise as a Cardiology Registrar, (completion of a minimum 3-year core Cardiology Advanced Trainee)
- Proven track record in the pursuit of clinical excellence
- Ability to work in a team
- Experience in the implementation of quality improvement, work practice reform and change within a large organisation

Desirable but not essential for Performance in this Position:

- Previous involvement in research projects and teaching

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.

- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

/ /

Date