The Royal Melbourne Hospital









Advancing health for everyone, everyday.

Could this be you?

Join The Royal Melbourne Hospital Team

Position Description

Cardiac Physiologist – Grade 3

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.

Together 2035 - Our 10 year ambition positions the organisation to have a meaningful impact. Acknowledging the need for ability, adaptability and failing fast, it is assumed throughout this strategy cycle that nothing will stay stagnant. We will continuously strive fro excellence in health - through data insights, the latest research, responding to community sentiment, and global trends and importantly the views, needs and feedback of patients, consumers, carers and community.

Strategic Pillars
Redesigning Together - We are redesigning world-class care
Thriving Together - We are thriving through inspiration & curiosity
Innovating Together - We are leading research excellence for clinical impact

Strategic Drivers
Systems Thinking
Digital Intelligence
Performance & Sustainability

The Royal Melbourne Hospital

Position Description

Position Title:	Cardiac Physiologist – Grade 3
Service:	Cardiology - Access, Critical Care & Investigative Services
Location:	The RMH Parkville
Reports To:	Chief Cardiac Physiologist
Enterprise Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021–2026
Classification:	BC1-BC4
Employment Status:	Full Time / Part Time
Immunisation Risk Category:	Category A
Date of Review:	November 2026

POSITION SUMMARY

To perform a range of specialised Cardiac Investigations on inpatients and outpatients such as Cardiac catheterisation procedures in the Cath Lab, Cardiac Electrophysiology procedures and Cardiac Implanted Electronic Device (CIED) management.

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
- Performance and interpretation of ECGs and non-invasive cardiac testing such as stress testing, holter monitoring, event monitoring and tilt table testing as required
- Performance of haemodynamic monitoring during various procedures including congenital, coronary and structural intervention in the Cath Lab including set up of equipment, recording and reporting of measurements.
- Provide supervision/mentoring of junior staff and students observing.
- Set up, monitoring, stimulation and recording during cardiac electrophysiology and ablation procedures. Ensuring reports are completed on local databases and uploaded to EMR.
- Performance of all aspects of CIED management including implant, follow up, lead extraction and remote monitoring.
- Maintaining CIED remote monitoring program including enrolment of new patients and regular review of all transmissions including alerts.
- Participate in after-hours oncall roster.
- Roster includes early and late shifts as required on a rotational basis
- Attend and participate in various Departmental meetings as required.
- Work collaboratively with nursing, medical and support staff to ensure safe and efficient workflow in the Cath Lab
- Regularly take part in education meetings and continuing professional development.
- Provide regular feedback to Cardiac Physiologist Educators when assisting with training and supervision of junior staff
- Manage designated ‘portfolio’ as directed by the Chief Cardiac Physiologist.
- Assist Chief & Deputy Chief Cardiac Physiologist as required in administration or work planning activities.
- Actively engage in and provide professional development, modelling a commitment to lifelong learning.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up.
- Timely documentation of CIED implants/follow up on local databases and EMR with appropriate escalation to medical team as required.
- Assist with identifying CIED patients affected by recalls/advisories

KEY RELATIONSHIPS

Internal

- RMH Cardiac Physiologists
- Deputy Director – Head of Non Invasive Services
- RMH Nursing, Medical and Allied Health staff
- RMH Outpatient Clinics

External

- Equipment providers/Industry partners
- Other Health Services
- Private Cardiology Service Providers
- GP Service Providers

KEY SELECTION CRITERIA

Formal Qualifications:

- Bachelor of Applied Science or Science in a relevant field
- Current registration with the Australian Council of Clinical Physiology (ACCP)

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Mandatory Working with Children's Check and Police Check and Immunisation Assessment
- Sound knowledge and performance in all technical aspects of EP, CIED, Cath Lab Procedures
- Previous experience (7 years+) as a Cardiac Physiologist
- Ability to manage a demanding workload, and effectively prioritise tasks
- Demonstrated ability to work as part of a team and modelling of interdisciplinary practice
- Demonstrated commitment to ongoing continuing professional development

Desirable:

- Graduate Diploma in Cardiac Electrophysiology (CEPIA)
- IBHRE certified Cardiac Device Specialist (Allied Professional)
- IBHRE certified EP Specialist (Allied Professional)
- Membership to the Cardiac Society of Australia and New Zealand (CSANZ)
- Membership to the Asia Pacific Heart Rhythm Society (APHRS)
- Membership to Professionals in Cardiac Sciences Australia (PICSA)

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
- Maintaining ACCP accreditation and keeping up to date with continuing professional development

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, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- 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.

OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
  - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
  - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
  - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
  - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
  - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

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