

Position Description

Position Title	Deputy Clinical Unit Head - Cardiology
Position Number	30010215
Division	Clinical Operations
Department	Ambulatory and Critical Care
Enterprise Agreement	Cardiology
Classification Description	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 - 2026
Classification Code	Medical Specialist Year 1-9
Reports to	Clinical Unit Head - Cardiology
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Working with Children Check • Registration with Professional Regulatory Body or relevant Professional Association • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Cardiology Team

The Cardiology department is responsible for patients in several departments including inpatient wards, emergency department, ICU/CCU in addition to Cath Lab, Diagnostic Cardiology and Cardiology outpatient Clinics. The Cardiology department is led by a Clinical Unit Head and managed by a Business Manager and a Nurse Unit Manager. The department has its own bed card and also provides a consultative service to other specialties as requested. The team consists of Cardiologists, Cardiac Nurses, Cardiac Technologists and Cardiac Sonographers, Cardiology registrars, hospital medical officers (HMO) and interns. This position will be expected to participate in the on-call roster as required.

The Position

The purpose of the Deputy Clinical Unit Head is to support the Clinical Unit Head of Cardiology to manage and lead the Cardiology department. The position can be divided between up to three Cardiologists and will incorporate three portfolios where time will be divided equally, inclusive of the following:

- Supervisor of Training and Education
- Diagnostics and Clinics
- Interventional

The appointee/s is expected to lead departmental activities relevant to their portfolio including –

- Clinical governance (including safety and quality)
 - Risk management
 - Quality improvement
 - Data analytics including collection, analysis and reporting
 - Accreditation
- Clinical re-design of workflows and practices
 - Optimisation
 - Standardisation / reduction in variability
 - Departmental protocols
 - New services
 - Innovation

Support Cardiology Clinical Unit Head with roster management of senior medical staff (including approval of leave).

Support the provision of training for unaccredited and accredited cardiology registrars, and HMO/interns assigned to cardiology.

Managers at Bendigo Health are an integral part of the health care service team, providing leadership and direction to a dedicated staffing group.

A manager at Bendigo Health should have, or aspire, to, the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

Responsibilities and Accountabilities

The appointee/s is expected to support and coordinate the following departmental activities including:

- Assist the Clinical Unit Head and management in strategic and service development issues consistent with the Bendigo Health Strategic Plan and evolving service / clinical trends. To assist in the development of the Cardiology service delivery and overall model of care to align with community needs.
- Communicate effectively and promote Bendigo Health within, and external to the organisation.
- Promote practices which comply with the policies and procedures of Bendigo Health and actively participate in the maintenance of relevant policies and procedures to ensure best practice.
- To participate and commit to ongoing quality improvement and risk management ensuring compliance with the Bendigo Health risk management policy and guidelines.
- Participate in roster management of senior medical staff (including the approval of leave) and communication with the Medical Workforce Unit regarding employment conditions and payment of this workforce in line with the Medical Specialists Enterprise Bargaining Agreement (EBA).
- Engage with the Medical Workforce Unit on the development of the Junior Medical Staff roster and the allocation of resources for service delivery.
- Ensure optimal patient access for Cardiology services, with sound understanding of Key Performance Indicators relevant to interventional, diagnostic and clinics.
- Liaison with other departments and clinical divisions in providing general cardiology consultation and diagnostic/interventional services.
- Liaison with allied health professionals and nursing staff to ensure high standards of care and efficient use of available resources.
- Involvement in the care of private patients when commitments to public sector permit and where requested by the designated consultant.
- Participation in research and clinical audits, and undertake review of relevant clinical data for Cardiology patient outcomes, such as VCOR.
- Attend Cardiology Department team meetings to assist with treatment and direction of care of patients as required.
- Participation in team/departmental/directorate business meetings and other organisational meetings as required.
- Oversee and coordinate the educational programmes and activities within the cardiology department.
- Orientation, teaching and supervision of cardiology registrars (as per RACP training), hospital medical officers, medical interns and medical students.
- Conduct regular assessments and evaluations of trainee performance and provide constructive feedback for improvement.
- Monitor and ensure compliance with accreditation requirements and standards for cardiology training programmes.
- Serve as liaison between trainee and cardiology CUH to address concerns, resolve conflict and create a positive learning environment.
- Participate in the recruitment and selection of cardiology trainees.
- To assist in addressing issues with Medical Records and Coding matters

Key Selection Criteria

Essential

1. MBBS FRACP or equivalent degree enabling full unconditional registration with AHPRA
2. Fellow membership of the college training program
3. Evidence of on-going professional development to continually update personal medical knowledge and skills
4. Thorough understanding of the relevant legislation pertaining to Medical Officers
5. Ability to operate in an environment of change
6. Ability to work as part of a team as well as independently
7. Demonstrated ability to develop and maintain effective service interactions required in the operation of a busy Cardiology service
8. Demonstrated ability to structure and supervise a training program suitable for interns, HMOs, and registrars in training
9. Demonstrable high level of interpersonal and negotiation skills

Desirable

1. Demonstrated leadership of and participation in quality improvement activities (including audits)
2. Clinical experience working in a major hospital at a senior level in Cardiology
3. Demonstrated ability to manage a budget and understand key budgetary issues related to service delivery
4. Demonstrated experience in management of medical staff rostering and leave
5. Accreditation and subspecialty training in Echocardiography, CT Coronary Angiogram and Cardiac MRI
6. Accreditation and subspecialty training in Interventional Cardiology
7. Completed RACP Supervisor Profession Development Program

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).

- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.