

## Position Description

<b>Position Title</b>	Non-Invasive Imaging Fellow		
<b>Unit / Branch</b>	Division of Surgery, Cardiology		
<b>Classification</b>	HM25 – HM30	<b>Employment Status</b>	Full-time, fixed term
<b>Position reports to</b>	Prof Michael Cheung, Dr Bryn Jones		
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville		
<b>Position Contact</b>	Prof Michael Cheung, Dr Bryn Jones		
<b>Risk Category</b>	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

The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.

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.

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.

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/>.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at [www.rch.org.au](http://www.rch.org.au)

### 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.

### Decision Making Authority

### Key Relationships

As per RCH Delegations Manual	Contacts	Frequency and Purpose
Performance of day to day activity in line with skills and abilities	Internal relationships: <ul style="list-style-type: none"> <li>• Clinical staff – Nurses, Doctors, Allied Health</li> <li>• Administrative Staff</li> <li>• Hospital Support Services Departments</li> </ul> External relationships: <ul style="list-style-type: none"> <li>• Patients and their families</li> <li>• External Service providers</li> <li>• Murdoch Children’s Research Institute</li> <li>• Other Health providers, interstate and international</li> </ul>	Frequency <ul style="list-style-type: none"> <li>• Daily</li> </ul> Purpose: <ul style="list-style-type: none"> <li>• To ensure regular communication is maintained</li> <li>• For the provision of regular updates.</li> <li>• For resolution of issues</li> </ul>

**KEY ACCOUNTABILITIES**

Key result area	Major activities	Performance measures
Clinical service and training	<ul style="list-style-type: none"> <li>• To partake in the day-to-day clinical management of patients within The Cardiology Department at The Royal Children’s Hospital.</li> <li>• To acquire an in depth understanding of the acute investigation and management of infants and children with cardiac defects and disease.</li> <li>• 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.</li> <li>• To assist and supervise the RMOs and Registrar looking after cardiac patients on Koala Ward.</li> <li>• To develop and refine appropriate skills in Echocardiography, Arrhythmia investigations (ECG / Holter / Exercise testing, etc) and Cardiac Catheterisation / interventional cardiology</li> <li>• To compile and present data about individual patients, in a concise and accurate format, for consideration in the weekly joint cardiology / surgical conference.</li> <li>• The Fellow will assume responsibility for the different key areas within The Department, as outlined below.</li> <li>• These responsibilities will be subject to individual variations agreed to by the Director of Cardiology.</li> <li>• 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 cardiac catheterisation and outpatient clinic attendance / training. He/she is required to be available for all periods of rostered duty and on call.</li> <li>• He/she will compile and present data about patients who need to be discussed after cardiac catheterisation or for other reasons; in a concise and accurate format, for consideration in the weekly joint cardiology / surgical conference. He/she will compile</li> </ul>	<ul style="list-style-type: none"> <li>• Will be closely supervised at Consultant level.</li> <li>• Regular appraisal</li> <li>• Log book of procedures</li> </ul>

	<p>data for the regular audit meetings.</p> <ul style="list-style-type: none"> <li>• He/she is expected to set up and organise a suitable research project, after discussion with the cardiologists responsible for the coordination of research. This project must be completed and written up prior to completion of the position.</li> <li>• It is assumed that approximately 15% of the Fellow's time</li> </ul>	
--	--	--

<p>Key responsibilities within Dept</p>	<p>Inpatients (Cardiac Services)</p> <ul style="list-style-type: none"> <li>• The ward Fellow is responsible for keeping in close touch with the progress of all inpatients (cardiology and cardiac surgical).</li> <li>• He/she will arrange necessary investigations on inpatients that require cardiology involvement (Echocardiograms / Holter / catheterisation etc).</li> <li>• 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.</li> <li>• He/she will play a senior medical support role for the resident staff on the cardiology ward.</li> <li>• He/she will inform the on-call cardiologist about significant problems with any inpatient and about all new admissions (day or night).</li> </ul> <p>Inpatients (Consultation Service)</p> <ul style="list-style-type: none"> <li>• The Fellow will see and assess new and review inpatients, referred by other clinical departments within The Hospital.</li> <li>• 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.</li> </ul> <p>Outpatients</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>Invasive Cardiology</p> <ul style="list-style-type: none"> <li>• The Fellow will oversee the pre-procedural work-up for all patients undergoing cardiac catheterisation.</li> <li>• He/she will assist the Consultant Cardiologist in performing the catheterisation procedure and</li> </ul>	
---	---	--

	<p>collaborate with the nursing staff in the provision of post-procedural care.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>Electrophysiology</p> <ul style="list-style-type: none"> <li>• The Fellow is responsible for supervising treadmill exercise tests, and providing preliminary reports thereof, and for assisting with ECG and Holter tape analysis.</li> <li>• Additionally, he/she provides the intraoperative imaging service for the cardiac surgeons.</li> </ul> <p><u>Administrative tasks:</u></p> <p><i>Discharge summaries</i> 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.</p> <p><i>Audit</i> The Department is committed to an ongoing audit of our performance. The Fellow is expected to partake in this audit program.</p>	
Education	<p>Departmental meetings</p> <ul style="list-style-type: none"> <li>• Cardiology / cardiac surgery case conference (Thursday 9.00am-12pm)</li> </ul> <p>Departmental training activities</p> <ul style="list-style-type: none"> <li>• Cardiology teaching sessions (Wednesday 12.00pm-2.00pm)</li> <li>• Postgraduate teaching / lecture program (Friday 12.30pm-1.30pm)</li> <li>• ECG / arrhythmia teaching</li> <li>• Post-ward round teaching (30mins).</li> <li>• MRI reporting session (Monday 8.45-9.30am)</li> <li>• Dept meeting (Thursday 8.30-9.00am)</li> </ul>	
RCH Values and Behaviours	<ul style="list-style-type: none"> <li>• Demonstrate RCH values of unity, integrity, excellence and respect</li> <li>• Adhere to the RCH code of conduct, policies and procedures which incorporates RCH's organizational expectations of employees and managers as amended from time to time. This includes but is not limited to, Health and Safety, Quality, Business</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of consistently modelling RCH values as demonstrated through stakeholder relationships, feedback,</li> </ul>

	Continuity and Risk Management Responsibilities.	performance and outcomes; <ul style="list-style-type: none"> <li>Evidence of adherence to RCH code of conduct, policies and procedures.</li> </ul>
--	--	---

### QUALIFICATIONS AND EXPERIENCE

Imaging Training	<ul style="list-style-type: none"> <li>There will also be dedicated sessions in non-invasive imaging techniques within the Department of Cardiology with an emphasis on assessment of ventricular function. Techniques utilised will include non-invasive modalities (echocardiography and MRI), and also exposure to invasive measures (pressure-volume analysis) in research studies.</li> <li>The position (50%) will also include taking part in the general clinical cardiology rotation within the Department in the areas of Ward service, outpatients and consult service.</li> <li>Participation in the clinical on-call roster will be expected.</li> <li>Research projects will be developed in conjunction with Dr Michael Cheung and other members of the Heart Research Group based at the Murdoch Children's Research Institute.</li> </ul>	<ul style="list-style-type: none"> <li>Supervised by Dr Bryn Jones/A/Prof Michael Cheung</li> <li>MRI reporting</li> <li>Research projects completed.</li> </ul>
------------------	--	--

### 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.

### IMPORTANT INFORMATION

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

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

Potential employees will be required to undertake a National Criminal Record Check and a Working With Children Check.

## 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 actively promote and celebrate our diverse team*
- *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 to others, because I want to make the best decision*

Potential employees will be required to undertake a National Criminal Record Check and a Working With Children Check.

## QUALITY, SAFETY AND IMPROVEMENT

RCH Employees are required to:

- Act in accordance and comply with all relevant Safety and Quality policies and procedures
- Participate in and contribute to quality improvement programs and commit to RCH Values
- Comply with the Requirements of the National Safety & Quality Health Service Standards
- Comply with all relevant clinical and/or competency standards
- Comply 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, all members of the LGBTQI community and people with disability.***

Date Position Description was last reviewed	March 2025
---	------------