
1. THE ORGANISATION AND OUR MISSION

St Vincent's Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 6,000 staff across 18 sites throughout Melbourne.

Part of Australia's largest not-for-profit Catholic health and aged care network, St Vincent's Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM's mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent's Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

2. KEY POSITION DETAILS

Job Title:	Clinical Perfusionist Grade 3
Reports to:	Perioperative Service Manager
Program:	Surgical Services
Department:	Perioperative Services
Industrial Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists And Psychologists) Enterprise Agreement 2017 - 2021
Classification:	FZ1 – FZ3

3. LOCAL WORK ENVIRONMENT

St Vincent's Operating Suite houses 12 theatres, 12 anaesthetic rooms and a Post Anaesthetic Care Area. We undertake over 12,000 procedures per year in a vast range of highly specialised and complex specialities over a 24 hour period, 7 days per week.

4. POSITION PURPOSE

The Clinical Perfusionist, under the guidance of the Perioperative Services Manager, Director of Anaesthesia and Acute Pain Medicine and the Cardiac Head of Surgery, will be responsible for the management of the perfusion team and delivery of expert clinical care and service delivery.

Working as part of a small team, the Clinical Perfusionist will be responsible for perfusion and associated services to cardiac surgery and other disciplines as required.

5. POSITION DUTIES

- Provide the full range of Clinical Perfusion services to cardiac surgery and other disciplines as required including but not limited to the use of:

- Multiple Heart Lung Machines
- Varied Primes
- Knowledge of Paediatric Perfusion
- Demonstrate clinical expertise in the area of clinical perfusion;
- Act as a clinical role model and resource person by providing the highest standard of direct patient care;
- Initiate, facilitate and evaluate clinical practice needs for individual staff, and implement appropriate educational sessions;
- Participate in mentor/Preceptorship programs;
- Works as part of a multidisciplinary team in conjunction with Medical Perfusionists from the Department of Anaesthesia;
- In liaison with the Chief Clinical Perfusionist, meets activity targets as identified within the Unit Quality Plan and agreed to by the Clinical Directors;
- Participate in Unit meetings and orientate new staff as directed;
- Demonstrate active pursuit of professional development relating to the area of Perfusion, maintaining and further developing level of clinical competence;
- Participate in ongoing education by attending training and study days as required or requested.

6. INCUMBENT OBLIGATIONS

General

- Perform the duties of the position to the best of their ability and to a standard acceptable to SVHM
- Ensure all those in the area they manage, comply with all SVHM policies, procedures, by laws and directions
- Ensure all those in the area they manage, only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed
- Display adaptability and flexibility to meet the changing operational needs of the business

Clinical Quality and Safety

- Ensure clinical care is undertaken within established procedures in order to provide safe clinical care for patients/residents, ensuring clinical risk is minimised
- Ensure clinical staff work within their approved scope of practice and at all times with appropriate supervision.
- Ensure all clinical staff maintain their clinical registration and any required indemnity cover
- Ensure all junior clinical staff are appropriately supervised by senior clinical staff and trained to provide safe clinical care
- Ensure all staff attend necessary training that enhances safety and quality of clinical care
- Promote a culture that supports learning and encourages reporting of errors
- Implement systems to identify and manage risks and to deal with and learn from incidents and complaints
- Implement all facets of the SVHM safety and clinical quality programme within clinical area managed
- Collaborate with more senior levels of management to implement the SVHM safety and quality agenda
- Provide feedback to more senior management in relation to problems or issues that impact on safety and clinical quality.

Person Centred Care

- Ensure that consumers receive information in an appropriate and accessible format
- Actively support consumers to make informed decisions about their treatment and ongoing care

- Ensure consumers are aware of their rights responsibilities and how to provide feedback

Health and Safety

- Ensure all health and safety related policies, procedures and directions are complied with in the area they manage
- Ensure all in the area they manage undertake annual Fire and Emergency Training and comply with fire and emergency procedures
- Ensure all those in the area they manage, treat others with respect, behaving professionally and in accordance with the SVHM Code of Conduct and undertaking annual Workplace Culture and Equity Training
- Conduct regular safety audits with Health and Safety Representatives and implement required improvements
- Minimise WorkCover costs by actively assisting the return to work of any employee injured in the area they manage.

Human Resource Management

- Ensure that workforce planning is regularly undertaken and implemented to provide for the ongoing resource needs of the area they manage
- Ensure recruitment and rostering practices comply with applicable Enterprise Bargaining Agreement and cost effectively support delivery of quality service
- Ensure new employees are properly inducted to their local work environment and attend the General Hospital Orientation program
- Ensure all those who work in the area managed, undertake an annual performance review and are continually developed to reach their full potential
- Ensure leave is rostered fairly and that employees in the area managed, regularly take leave and do not accumulate excessive leave except where a plan is in place as to when that leave will be taken.
- Actively manage individual and team performance to maximise performance and minimise workplace problems and conflict.
- Continuously seek individual and team improvement and take responsibility for the introduction of any changes required to bring about such improvements.

Financial management

- Participate in the development of the annual budget allocation for the area managed.
- Monitor EFT and expenditure to ensure spending remains within budget allocation
- Ensure decision making remains within delegated authority

INCUMBENT CAPABILITY REQUIREMENTS (Level 3)

The incumbent of this position will be expected to possess the following core capabilities:

Capability		Demonstrated behaviour
Personal	Personal effectiveness	Sets and measures team goals, driving pursuit of higher standards of practice
	Learning Agility	Responds to new and complex situations by adjusting behaviour appropriately
Outcomes	Patient/Resident centred	Monitors satisfaction levels and proactively addresses issues
	Innovation and Improvement	Anticipates problems and continuously improves systems and processes
Strategy	Driving Results	Takes ownership for performance of team results
	Organisational Acumen	Uses information and organisational knowledge to make decisions and achieve results
People	Working with and Managing others	Leads others and shares responsibilities, providing support and effective communication
	Collaboration	Operates Cross functionally and develops constructive relationships across the organisation

7. SELECTION CRITERIA

7.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

- Bachelor Degree in Science or Applied Science or equivalent
- Diploma in Clinical Perfusion
- Certification in Clinical Perfusion with the Australian and New Zealand College of Perfusionists.

7.2 OTHER ESSENTIAL REQUIREMENTS

- Clinical Perfusion
- Extra Corporeal Life Support
- Cell Saver
- Rapid Transfusion System
- Deep Hypothermic Circulatory Arrest
- Intra-Aortic Balloon Pumping

7.3 OTHER NON ESSENTIAL REQUIREMENTS

- Previous perfusion management
- Experience in the leadership of a multidisciplinary team
- Experience in budget planning, preparation and management
- Commitment to the Values and Health Care Philosophy of the Sisters of Charity and St. Vincent's Health Australia;
- Commitment to the Hospital Code of Conduct;
- High level clinical nursing ability;
- Leadership qualities with proven ability to direct enthuse and encourage a multidisciplinary team;
- Demonstrated organizational ability;
- Demonstrated ability to assist, support and achieve change;
- Demonstrated financial management and project management skills;

- Experience in conflict management and negotiation;
- Excellent written and verbal communication skills;
- Experience in the management of a clinical unit, ward or department;
- Commitment to the principles of the Patient Care Model;
- Knowledge of and commitment to Continuous Quality Improvement;
- Commitment to the St Vincent's Occupational Health and Safety framework and policies
- Demonstrate ability to work as a team member of the Perfusion Department to facilitate the best outcomes for patients.

8. PRE-EXISTING INJURY

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

9. AGREEMENT

General:

I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.

National Police Check:

I understand that it is a condition of my employment to provide SVHM with a current National Police Certificate PRIOR TO COMMENCING WORK and this is at my own cost.

I understand that regardless of the frequency, if I am working and or visiting in a designated 'high risk area' of SVHM (as defined in the SVHA Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

Name: _____

Signature: _____

Date: _____