

## POSITION DESCRIPTION

<b>Position Title:</b>	Specialist Anaesthetist
<b>Award Classification:</b>	At the appropriate classification rate commensurate with level of experience in accordance with the relevant award/agreement
<b>Award / Agreement Name:</b>	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026 or its successor
<b>Reports to:</b>	Clinical matters: EH Clinical Director of Anaesthesia (and/or relevant Deputies) Professional matters: EH Chief Medical Officer Operational Matters: EH Program Director (Surgery)

## EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and state-wide services to people and communities that are diverse in culture, age and socio-economic status, population and healthcare needs.



## **1. POSITION PURPOSE**

- To provide excellent clinical care for patients.
- To provide leadership for junior medical and other clinical staff.
- To support the Hospital's teaching, research and clinical governance programs.

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

### **Provision of Clinical Services**

- Consistent demonstration of clinical competence
- Assume clinical responsibility for patients under his/her care.
- Work within his/her clinical scope of practice
- Demonstrate capacity to work across different Eastern Health sites
- Demonstrate punctuality and reliability in attendance to work duties
- Adhere to Australian and New Zealand College of Anaesthetists standards in the provision of clinical care.
- Adhere to relevant Eastern Health clinical practice guidelines, policies and procedures in the provision of clinical care.
- Demonstrate appropriate infection control standards
- Participate in setting standards for high quality, compassionate care within the Department.
- Actively support Department junior medical staff and provide appropriate supervision in the provision of clinical services.
- Provide advice to junior staff in the management of seriously ill patients when requested/required.
- Review existing practices and promote change based on best available evidence.
- Ensure adequate documentation, including documentation of perioperative assessments, anaesthesia consultations and interventions, discussions with patients/ relatives and the anaesthetic record.
- Participate in intra-hospital and inter-hospital transfer of critically ill patients when required.

### **Communication and Behaviour**

- Demonstrate high levels of professionalism and working relationships with all co-workers.
- Ensure effective and respectful communication with patients, relatives and co-workers.
- Ensure that patients/families are given adequate information upon which to base treatment decisions.
- Support multi-disciplinary teamwork.
- Provide respectful and appropriate advice to and liaison with staff from other units as required.
- Professional representation of the department and hospital both internally within Eastern Health and externally in the broader health system.

### **Quality and Clinical Review Activities**

- Participate in the Anaesthetic Department quality activities program, including audit activities, review of deaths and analysis of relevant clinical and key performance indicators (KPIs).
- Attend Anaesthetic Department meetings where necessary.
- Assist in developing protocols and guidelines where required.
- Assist in resolving patient and relative complaints.
- Notify the Clinical Director of Anaesthesia and / or the Chief Medical Officer of any sentinel event or serious adverse incident within the Department.
- Participate, attend or assist as required with the Hospital Clinical Review Committee

### **Education, Research & Professional development**

- Participate in undergraduate and postgraduate education.
- Maintain an active interest and participation in research and academic publication.
- Attend Anaesthetic Department educational activities.
- Comply with College requirements for ongoing professional education.

### **Efficiency**

- Support the efficient utilisation of resources, including efficient use of theatre sessions and application of new techniques to increase day surgery and/or efficient inpatient bed utilisation
- Without compromising patient care, maximise revenue through benchmarking of productivity/efficiency measures with comparable hospitals.
- Monitor agreed patient access targets and other throughput targets where applicable for the Anaesthetic Department.
- Work within the budgetary provisions for the delivery of clinical services.

### **Performance Review**

- Participate in Eastern Health and Anaesthetic Department performance review systems.

### **3. SAFE PRACTICE AND ENVIRONMENT**

#### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

### **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

### **5. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

## 6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

## 7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## 8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

**10. ATTACHMENTS**

- Attachment 1      Key Selection Criteria
- Attachment 2      Key Performance Indicators
- Attachment 3      Specialty specific information

**11. NOTE**

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager

<b>INCUMBENT STATEMENT</b>	
 <i>I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.</i>	
Signed: _____	Date: ____/____/____

## ATTACHMENT 1

### KEY SELECTION CRITERIA

<b>Position Title:</b>	Specialist Anaesthetist
<b>Award Classification:</b>	At the appropriate classification rate commensurate with level of experience in accordance with the relevant award/agreement
<b>Award / Agreement:</b>	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026 or its successor
<b>Reports to:</b>	Clinical matters: EH Clinical Director of Anaesthesia (and/or relevant Deputies) Professional matters: EH Chief Medical Officer Operational Matters: EH Program Director (Surgery)

#### Essential

- Appropriate and unrestricted specialist registration with AHPRA
- Appropriate clinical experience and training in Anaesthesia.
- Fellowship of the Australian and New Zealand College of Anaesthetists (ANZCA) or equivalent qualifications to enable recognition as a specialist anaesthetist.
- Participation in appropriate continuing professional development program.

#### Desirable

- Demonstrated experience in teaching of medical students, HMOs and registrars.
- Teaching experience of other clinical staff – nursing and allied health.
- Exposure to research practices and principles.
- Familiarity with clinical information systems.

## ATTACHMENT 2

### KEY PERFORMANCE INDICATORS

<b>Position Title:</b>	Specialist Anaesthetist
<b>Award Classification:</b>	At the appropriate classification rate commensurate with level of experience in accordance with the relevant award/agreement
<b>Award / Agreement:</b>	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026 or its successor
<b>Reports to:</b>	Clinical matters: EH Clinical Director of Anaesthesia (and/or relevant Deputies) Professional matters: EH Chief Medical Officer Operational Matters: EH Program Director (Surgery)

- Consistent demonstration of clinical competence.
- Consistent attention to appropriate infection control practices.
- High levels of professionalism and working relationships with all co-workers.
- Punctuality and reliability in attendance.
- Capacity to work across different hospital sites within Eastern Health.
- Efficient work practices and awareness of the need to optimise patient access to surgical services.
- Appropriate supervision of all junior anaesthetic medical staff at all times.
- Appropriate medical documentation.
- Undertaking of specific tasks under assigned portfolio/s for administrative work, audit, patient safety and clinical guideline development, teaching and research as allocated by the Clinical Director of Anaesthesia (EH) or his / her representative.
- Professional representation of the department and hospital internally within Eastern Health and externally in the broader health system.



## ATTACHMENT 3

### Specialty Specific Information

<b>Position Title:</b>	Specialist Anaesthetist
<b>Award Classification:</b>	At the appropriate classification rate commensurate with level of experience in accordance with the relevant award/agreement
<b>Award / Agreement:</b>	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026 or its successor
<b>Reports to:</b>	Clinical matters: EH Clinical Director of Anaesthesia (and/or relevant Deputies) Professional matters: EH Chief Medical Officer Operational Matters: EH Program Director (Surgery)

Department / Specialty Area	Anaesthesia
Campus / Physical Location	All Eastern Health sites

#### *Notes regarding credentialing, work duties and scope of practice:*

Work duties are as directed by the Director of Anaesthesia and/or their representative (e.g. Anaesthetist in Charge or Roster Coordinator), and can include:

- Attending emergency calls for urgent establishment of airway, management of a difficult airway or cardiopulmonary resuscitation.
- Anaesthesia for surgical services provided at Eastern Health
- Anaesthesia for clinical services outside the operating theatre complex (e.g. in radiology).
- Pre-anaesthetic assessment clinics & ward based pre-operative assessments.
- Acute pain management & other post-operative care.
- Liaison with all professional groups in delivering coordinated care to patients.

Credentialing for 'adult anaesthesia' currently includes obstetric anaesthesia and analgesia

Specific credentialing is required to provide 'unsupervised' anaesthesia for children < 2 years old.

Chronic pain management requires further specialty training, and is regarded as being outside the scope of practice of a general anaesthetist.