

POSITION DESCRIPTION

Position Title:	Provisional Fellow in Anaesthesia
Award Classification:	As per AMA / DIT Award
Award / Agreement Name:	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Position Reports to:	Training Issues: Supervisors of Training Clinical Issues: Clinical Directors of Anaesthesia Professional Issues: Chief Medical Officer

EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME

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 statewide services to people and communities that are diverse in culture, age and socio-economic status, population and healthcare needs.



1. POSITION PURPOSE

Provisional Fellowship positions at Eastern Health are based at Box Hill Hospital, but may include occasional rostering to other Eastern Health sites. They are full time positions, and include after-hours rostering. Positions are typically offered as 6 month rotations, although 12 month positions will be considered.

Rostered hours are approximately 45 hours per week.

- This includes protected training time, which is 5 hours per week.
- After-hours work will always be appropriately supervised as per ANZCA standards.
- There will be an expectation, where clinically appropriate, for independent work with more remote levels of supervision.

During a Provisional Fellowship term at Eastern Health, we aim to foster the effective transition of a Senior Anaesthetic Registrar to an Anaesthetic Consultant. We provide:

- broad and challenging clinical experience
- high quality clinical supervision and education
- a supportive and collegiate work environment

The clinical experience provided during a Provisional Fellowship term at Eastern Health is general in nature, and includes both elective and emergency work.

Surgical services based at Box Hill Hospital include obstetrics, gynaecology (including gynaecological oncology surgery), general, hepatobiliary, bariatric, colorectal, endoscopy, ear nose and throat, urological, orthopaedic, plastic and reconstructive, vascular, thoracic and paediatric surgery.

Clinical services intermittently provided by Provisional Fellows also include the Acute Pain Service, Pre-Anaesthetic Clinic and the 'Anaesthetist in Charge' role (Anaesthesia Coordinator in Theatre).

Clinical support time is allocated for an average of at least 5 hours per week, as per ANZCA training requirements. Clinical support duties currently fulfilled by Provisional Fellows at Eastern Health include:

- Trainee Representative (liaison and welfare role)
- Quality Assurance (coordination of Morbidity and Mortality meetings)
- Medical Education
- Research and Audit
- Perioperative Medicine

Allocation to the above Clinical Support duties is done after consultation with the relevant Supervisors of Training and Provisional Fellowship Supervisors, with the intention of matching trainees to their area of interest.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- provide a high quality clinical service in the field of Anaesthesia for Eastern Health.
- ensure that work is appropriately supervised, bearing in mind the aim of transitioning to consultant practice.
- demonstrate a commitment to medical education, both as a participant and as a teacher.
- participate in research and / or audit activities if required.
- complete all necessary ANZCA training requirements.
- demonstrate commitment to Eastern Health values & code of ethics.
- demonstrate punctuality, reliability and professional behaviour in the workplace.

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. ATTACHMENTS

- Attachment 1 Key Selection Criteria

10. 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

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: / /

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential requirements:

MBBS or equivalent qualification as a medical practitioner

Appropriate medical registration with APHRA

Satisfactory progress towards specialist qualification in Anaesthesia

Current and appropriate vaccination against infectious diseases, including Influenza and COVID-19.

Appropriate clinical experience and level of independence in the following areas:

- Emergency calls for urgent establishment of 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.

Desirable requirements:

Highly developed interpersonal and leadership experience.

A strong commitment to high quality care.

The ability to work as part of a diverse team.

Excellent communication and organisational skills.

Demonstrated punctuality, reliability and professional behaviour in the workplace.

Demonstration of commitment to professional development, with reference to the published ANZCA Roles in Practice:

Role in Practice	Selection Criteria
<p>Medical Expert Knowledge, skills, and attitudes required to perform as an Anaesthetist</p>	<p>Demonstrate an aptitude and commitment to acquiring the medical knowledge and clinical skills necessary to commence, continue and complete anaesthetic training. Demonstrate an ability to evaluate clinical problems and develop appropriate management plans.</p>
<p>Communicator Communicating with staff, patients and families.</p>	<p>Have good communication skills, both verbal and written, appropriate for an anaesthetist and an ability to effectively facilitate relationships with other staff, patients and their families</p>
<p>Collaborator Working within a healthcare team</p>	<p>Demonstrate an aptitude for and commitment to achieve effective interpersonal collaboration and teamwork. Have an aptitude for and commitment to acquire the skills and professional attitudes to prevent and manage inter-personal conflict.</p>
<p>Manager Management of self, healthcare team and system.</p>	<p>Demonstrate an ability to effectively organise and manage time and resources. Have a comprehensive understanding of the requirements of anaesthesia training. Demonstrate appropriate self-care, ability to cope with stress and willingness to consider feedback.</p>
<p>Health advocate Advancing the health of patients and community.</p>	<p>Demonstrate a commitment to the health care of patients and particularly those within the Victorian health system; the wellbeing of individual patients and the community, including metropolitan, rural and indigenous populations.</p>
<p>Scholar Continued self-learning, research and teaching.</p>	<p>Have an appropriate academic history and a commitment to ongoing medical education. Have an understanding of the clinical review process, audit and research.</p>
<p>Professional Ethical practice, personal behaviour and profession-led regulation.</p>	<p>Demonstrate integrity, punctuality, reliability and a high standard of personal behaviour in the conduct of his or her professional career. Have an understanding of medical ethics and its application to professional anaesthetic practice and profession-led regulation.</p>