

Alexandra District Health - Position Description

Position Title:	GP Anaesthetist
Directorate/Team:	Clinical Services
Classification/Award:	Dependant upon relevant qualifications and experience. Public Health Sector - Medical Specialists Enterprise Agreement 2018-2021
Date Approved:	December 2020
Approved by:	Director of Medical Services

ALEXANDRA DISTRICT HEALTH

Alexandra District Health (ADH) is the major health service organisation within the Shire of Murrindindi and has a long and proud history in health related service provision to the area, providing inpatient and outpatient services including specialist medical services, operating theatre services, radiology, pathology and district nursing. In addition, the hospital delivers community health services including a wide range of allied health and health promotion services.

ORGANISATIONAL RELATIONSHIPS

Reports to: Director of Medical Services

Manages/Coordinates: Nil.

KEY RESPONSIBILITIES AND DUTIES

The role of GP Anaesthetist is to provide anaesthetic services within a multi-disciplinary team of Visiting Specialist Surgeons and nursing staff to patients of Alexandra District Health.

The role of the GP Anaesthetist includes:

Provision of Anaesthetics Services:

- Assume responsibility for patients under your care
- Work within the clinical capability framework of Alexandra District Health
- Perform appropriate preoperative anaesthetic assessments to ensure the safe care of patients
- Actively participate in the safety time out checks prior to anaesthesia in compliance with ADH policy
- Record anaesthetic procedures on the ADH Anaesthetic Record Sheet
- Adhere to Australian and New Zealand College of Anaesthetists standards, in the provision of clinical care
- Adhere to ADH guidelines, policies, and procedures in the provision of clinical care
- When requested provide advice and support to nursing staff
- Review existing practices and promote change based on evidence
- Ensure adequate documentation, including documentation of Perioperative assessments, anaesthesia consultations and interventions, discussions with patients and relatives and the anaesthetic chart
- Participate in transfer of critically ill patients to appropriate hospital.

When an anaesthetic list is cancelled or unavailable the employee will be deployed to other duties which may include but are not limited to:

- Attendance at and/or organisation of quality assurance meetings such as Mortality and Morbidity Review, Medical Staff education, Drugs and Therapeutic Committee and Quality and Risk Committee
- Review of patient cases as directed by the Director of Clinical Services, Director of Medical Services or Chief Executive Officer

- Attendance in the Urgent Care Centre to support and educate the nurses
- Review and/or write policies and procedures as required
- To communicate with attending VMO specialists and GPs about issues relevant to the care of patients
- Assist in communication with the surrounding community by assisting the CEO and DoCS with written statements, or appearance on media.

Communication:

- Ensure that patients/families are given adequate information upon which to base treatment decisions
- Develop effective communication with and be receptive to patient, relative and peer groups
- Support multi-disciplinary teamwork
- Provide advice to and liaise with staff from other units as required.

Quality and Clinical Review Activities:

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

Efficiency:

- Support the efficient utilisation of resources, including efficient use of theatre time and applying new techniques to increase day surgery as well as efficient bed utilisation
- Monitor agreed targets and other throughput targets where applicable for the Perioperative Services Division.

The GP Anaesthetist will also be required to:

- Attend relevant ADH operational committee meetings as required
- Maintain up to date working knowledge of ADH Emergency Procedures
- Act in a professional and ethical manner at all times
- Participate in the annual performance appraisal process.

SPECIALIST SKILLS AND KNOWLEDGE

Essential

- Registration with the Australian Health Practitioners Registration Authority
- Registration with the Victorian Medical Board i.e. MBBS or equivalent
- Proof of membership with a Medical Indemnity insurer with an appropriate level of coverage
- Advanced life support skills are essential and competence to direct within this area is required

KEY SELECTION CRITERIA

- Registration with the Medical Board of Australia
- The ability to operate effectively at a senior clinical level and to lead a multidisciplinary team to achieve patient therapy goals
- Knowledge of current issues affecting health services, particularly where relevant to Anaesthetics
- Ability to communicate openly at all levels with other agencies and clinicians
- Knowledge of and commitment to quality improvement and clinical risk management
- Ability to work well under pressure and be flexible to changing priorities
- Skills and maturity in problem solving, negotiation and conflict resolution
- Well-developed written and verbal communication skills
- Demonstrated ability to work effectively and autonomously within a multidisciplinary team
- Well-developed time management and organisational skills
- Current National Criminal History Record Check and Working with Children Check.

MANDATORY COMPETENCIES

The employee will meet the mandatory clinical and non-clinical competencies under the ADH mandatory competencies program.

The employee will be required to show evidence of successfully completing the ADH mandatory competencies, within the first six weeks of commencing the position.

It is expected at ADH that each employee must successfully complete mandatory competencies at least annually (where relevant).

ORGANISATIONAL MISSION, VISION AND VALUES

MISSION: Great healthcare, locally.

VISION: Partner with our community so together we create excellence in rural healthcare.

VALUES: Alexandra District Health staff work with each other according to the ADH values “**ADH CARES**”. The detail of these values is listed below and the behaviours expected against these values required when working for or representing ADH.

These values include:

Accessible:

- create a welcoming environment for all
- be responsive to community needs, inclusive of diversity
- provide information in a form that is easy to understand
- be responsive and creative to the changing needs of our community

Dedicated:

- go the extra mile for the people who attend our health service
- take pride in everything we do
- strive to do our best each and every time
- take action and find a solution to a problem

Holistic

- consider the treatment of the whole person, considering mental and social factors, rather than just symptoms of a disease
- consider all aspects of a person's health care journey
- strive to provide a complete service within our capabilities
- Work collaboratively to reach a desired goal

Compassionate

- be sympathetic and show care to patients, visitors and staff
- have empathy and make every effort to understand individual needs
- involve people in the decisions that affect them
- put ourselves in someone else's shoes

Accountable

- take responsibility for our actions
- ensure knowledge and adherence to ADH policy and procedures
- ensure we make decisions based on all relevant facts
- manage our resources to ensure an efficient health service

Respect

- value the worth of each and every person
- consider the views and ideas of others
- treat others how we expect to be treated
- maintain the privacy and confidentiality of others

Excellent:

- continuously strive to do better, learning from our mistakes
- be innovative in evidence-based healthcare
- strive to inspire and empower others
- do our best, each and every time

Safe:

- Ensure a safe health service for all patients, staff and visitors
- report issues of concern of risk and take action
- work within our scope of practice
- provide an inclusive environment for all.

OCCUPATIONAL HEALTH & SAFETY

All staff are expected:

- to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities:
- to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace.
- to seek guidance about new or modified work procedures.
- to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in Alexandra District Health OH&S policies

SPECIAL REQUIREMENTS

- All staff will be required to satisfactorily complete a Police Records Check prior to commencing employment.
- All staff will be required to have a Working with Children's Check
- All Employees are required to advise the ADH People and Culture Department of any changes that may affect the current Police Records check status, and advise Management immediately.
- Where an employee is required to drive a motor vehicle, each employee shall hold a valid driver's licence.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to a position.

- All employees of ADH are bound to work according to the policies and procedures of Alexandra District Health, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time.
- All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff.
- ADH is committed to promoting a culture of trust, integrity and honesty in the services it provides to its community, and in the administration of those services. To achieve the best health and wellbeing for its community, ADH needs to be able to provide support and services without fraud or corruption and reducing the ability or resources to achieve this goal.
- All employees must comply with legislation, policies and lawful instructions in the performance of their work. All employees must report to their Manager, CEO or the People and Culture Department any workplace behaviour that violates any law, rule or regulation, or represents corrupt conduct, mismanagement of public resources, or is a danger to public health or safety, or to the environment.

I acknowledge:

- That I have read and fully understand the Position Description of the position.
- I agree that I accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- That ADH may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: _____ (Date) _____

(Print Name)