

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Staff Specialist (Anaesthetics)
<b>Position Number:</b>	Generic
<b>Classification:</b>	March 2021
<b>Award/Agreement:</b>	Medical Practitioners (Public Sector) Award
<b>Group/Section:</b>	Hospitals North/North West – Launceston General Hospital Anaesthetic Services
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	North
<b>Reports to:</b>	Director of Anaesthesia
<b>Effective Date:</b>	March 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	Specialist or limited registration with the Medical Board of Australia in a relevant specialty  <i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i>

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

Provide quality specialist anaesthetic services to the Launceston General Hospital (LGH) within the limits of specified clinical privileges.

## Duties:

1. Provide clinical care to public and private inpatients and outpatients of the LGH in accordance with hospital policies.
2. Participation in all activities performed by the Department of Anaesthesia, including but not limited to:
  - Patient pre-anaesthetic assessment in the Pre-operative Assessment Unit.
  - Clinical anaesthesia care in the Operating Room Suite, Day Procedure Unit, Medical Imaging, Holman Clinic, Angiography Suite and Birthing Suite.
  - Involvement in the provision of services delivered by the Acute Pain Service.
3. Participate in an out of hours on call roster with other specialist anaesthetists as required.
4. Liaise with medical colleagues for the coordinated care of hospital patients and provide a consultative service to other specialist units.
5. Assist in the arrangement of the onward referral of patients for medical services not available locally.
6. Participate in the undergraduate and post graduate teaching programs of the LGH and the University of Tasmania Clinical School.
7. Supervise and teach junior medical staff and medical students attached to the Department of Anaesthesia.
8. Follow recommended practices according to the Australian and New Zealand College of Anesthetists (ANZCA) guidelines and standards, hospital guidelines and Department of Anaesthesia guidelines, policies and protocols.
9. Ensure the accurate and comprehensive clinical records maintained for patients managed.
10. Participate in department administrative matters and hospital committees as required by the Director of Anaesthesia, Director of Medical Services or the Chief Executive.
11. Participate in clinical research approved by the Agency's Research Governance Office.
12. Participate in mandatory training modules as required under the terms of employment for the Agency.
13. Upon appointment the incumbent may also be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.
14. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

- The occupant is responsible to the Director of Anaesthesia for the provision of specialist medical services to public and private patients of the LGH.
- Responsible for junior medical staff and medical students attached to the Department of Anaesthesia.
- Required to operate independently, acting within hospital by-laws and statutory regulations and clinical privileges as defined.
- Work unsupervised, but liaises closely with professional colleagues, the Director of Anaesthesia, the Director of Surgery and the Director of Medical Services.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Demonstrates extensive experience in the provision of anaesthesia for a full range of surgical procedures at a tertiary referral teaching hospital standard.
2. Sound knowledge of current speciality practice in anaesthesia and recent experience in an acute hospital setting.
3. Recent experience in obstetric anaesthesia at a tertiary referral hospital standard.

4. Demonstrates the ability to work within a multidisciplinary team of medical, nursing and allied health professional staff.
5. Demonstrates effective communication skills in dealing with patients, their relatives and professional colleagues.
6. Demonstrates commitment to quality patient care by participation in peer review and quality improvement activities or programs.
7. Ability to undertake research activities.
8. Demonstrates the capacity for effective undergraduate and post graduate teaching in the field of anaesthesia and pain medicine.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).