

Statement of Duties

Position Title: Senior Anaesthetic Registrar	Position Number: 513006	Effective Date: May 2018
Group and Unit: Tasmanian Health Service (THS) – Surgical Services		
Section: Anaesthetics	Location: South	
Award: Salaried Medical Practitioners (Tasmanian State Service) Agreement	Position Status: Permanent	
	Position Type: Full Time	
Level: 5-11	Classification: Medical Practitioner	
Reports To: Staff Specialist – Anaesthetist (Director of Department of Anaesthesia)		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

The Senior Anaesthetic Registrar will gain a broad range of experience in all areas of anaesthetic practice.

The Senior Anaesthetic Registrar will be involved in routine duties of the Anaesthetic Department as determined by the Director and will work under the supervision and guidance of anaesthesia specialists, in accordance with ANZCA regulations.

This is a “Hospital” Registrar position (as per the Tasmanian Anaesthetic Training Program definition) and will not require rotation to other Tasmania Health Service (THS) Hospitals. The Anaesthetic Registrar will be rostered to ensure that an appropriate case-mix of elective and emergency clinical activity is available during the training period. Subspecialty experience will be provided whenever possible.

Our department endeavours to allocate operating lists to Anaesthetic Registrar, according to their preferences and training needs. There is opportunity for some independent clinical practice, in accordance with ANZCA regulations. The Anaesthetic Registrar will be expected to mentor junior anaesthetic trainees, play an active role in rostering of anaesthetic registrars and plan/organise the education/teaching program for anaesthetic trainees. Participation in research projects in the department is strongly encouraged.

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Duties:

1. Provide services in Anaesthesia including diagnosis, treatment and care for patients, both inpatient and outpatient at the THS Hospitals.
2. Participate in departmental teaching/education programs.
3. Participate in research in Anaesthesia.
4. Participate in an out-of-hours Anaesthetic Registrar roster.

5. Participate in administrative matters as required by Director of the Department of Anaesthesia.
6. Participate in continuous quality improvement activities.
7. Observe all hospital policies and procedures and statutory regulations.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
9. 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 jobs at this classification level.

Scope of Work Performed:

- Provide a high quality service under the direction of the Director of the Department of Anaesthesia to patients of the Tasmanian Health Service Hospitals, by:
 - Providing appropriate clinical care to patients, under appropriate level of supervision as stipulated by Australian and New Zealand College of Anaesthetists.
 - Coordinating the follow-up care of patients.
 - Attending inpatient rounds and consulting clinics as scheduled.
 - Contributing to an after-hours on-call service in accordance with a roster.
 - Ensuring effective communication with care providers, to promote continuity of patient care.
 - Ensuring appropriate and high-quality documentation in patient records.
- Demonstrate a commitment to continuous service improvement by participating in:
 - Attending clinical and departmental meetings.
 - The development of clinical guidelines and protocols.
 - Participating in department audit and quality assurance activities;
 - Participating in quality improvement programs undertaken by the THS Hospitals;
 - Participating in College-based programs directed towards maintaining the highest standards of professional care; and
 - Participating in personal performance appraisal.
- Demonstrate a commitment to personal and professional development by:
 - Attending educational programs to maintain and enhance knowledge.
 - Meeting the training standards and requirements of the Australian and New Zealand College of Anaesthetists.
 - Participating in programs designed to provide personal growth and development.

- Demonstrate a commitment to the provision of a multidisciplinary approach to clinical care by:
 - Working harmoniously with all members of the clinical team.
 - Being responsive to the expectations and needs of both clinical and non-clinical colleagues.
- Engender a consumer focus in service delivery by:
 - Ensuring consumers are able to exercise their rights and responsibilities.
 - Ensuring that patients and families are given adequate information upon which to base treatment decisions and follow up.
 - Ensuring respect for patients' dignity and maintenance of confidentiality of medical information.
 - Demonstrating empathy for patients and their families.
- Provide appropriate support, direction and training to trainee medical officers, nurses and medical students and paramedical personnel by:
 - Participating in the education of trainee medical staff, nurses, medical students and paramedical personnel.
- Participate in and contribute to the academic life of the Department by:
 - Conducting research.
 - Participating actively in educational activities eg: Grand Rounds, Department Meetings, and Journal Club.
- Promote and contribute to the maintenance of a safe working environment by:
 - Complying with work health and safety and welfare policies and other written arrangements for work health and safety and welfare at work.
 - Participating in relevant occupational health, safety and welfare programs.
 - Complying with any reasonable instruction and following safe-work practices in relation to work health, safety and welfare at work.
 - Participating in training programs and on-the-job training programs for occupational health, safety and welfare.
 - Reporting all incidents, accidents and observed hazards to their supervisor or manager as soon as possible and assisting in the investigation process.
 - Supporting the role of the health and safety representatives by keeping them informed of any issues relating to health, safety and welfare in the workplaces.
 - Ensuring that you are not, by the consumption of alcohol or a drug, in such a state as to endanger your own health, safety at work or the health and safety or any other person.
 - Participating in appraisals to evaluate Work Health and Safety performance.
- Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- General or limited registration with the Medical Board of Australia.
- Enrolled in the relevant speciality training program.
- 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.

Desirable Requirements:

- Has successfully completed all fellowship examinations relevant to their training program and employment, and is within 1 year of obtaining specialist fellowship.

Selection Criteria:

1. Demonstrated commitment to a career in Anaesthesia and the capacity to participate in and complete the training program.
2. Demonstrated knowledge of, and willingness to comply with, the regulations, procedures, and professional documents of the ANZCA, in relation to professional standards, training, education and examinations.
3. Demonstrate an appropriate academic history and display an aptitude for advanced study and learning.
4. Demonstrated appropriate work experience, as well as the flexibility and readiness to adapt to different work environments.
5. Demonstrate good clinical, technical and management skills and the ability to manage patients within the discipline of Anaesthesia.
6. Demonstrated ability to work with a multidisciplinary team of medical, nursing and health professional staff and the ability to function well in stressful situations.
7. Demonstrate appropriate interpersonal and communication skills, and an ability to interact effectively and respectfully with all patients and staff in a caring, ethical, and professional manner.
8. Demonstrate a commitment to Continuing Medical Education and Quality Assurance.

9. Demonstrate knowledge of quality improvement principles and the ability to participate in research activities.
10. Demonstrated capacity for undergraduate and post-graduate teaching.
11. Demonstrate insight – the ability to accept feedback about oneself, and to seek help and advice when needed.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department of Health and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DoH and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) with the Department of Health and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Health and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.