



# POSITION DESCRIPTION

<b>Position Title:</b>	<b>GENERAL PRACTITIONER (GP) ANAESTHETICS REGISTRAR</b>
<b>Department:</b>	Anaesthetic Services
<b>Classification:</b>	Registrar Year 1+
<b>EBA / Award:</b>	AMA Victoria – Victorian Public Health Sector – Doctors in Training Enterprise Agreement 2018-2021
<b>Employment Conditions:</b>	<input checked="" type="checkbox"/> Vaccination Category A <input type="checkbox"/> Vaccination Category B <input type="checkbox"/> Working with Children <input type="checkbox"/> Aged Care
<b>Primary Site:</b>	Albury Hospital and Wodonga Hospital

## AWH VISION

*“The Best of Health.”*

## AWH VALUES

Patient and Client focused, ethical, teamwork, Equity, Respect, Compassion, Accountability and Trust.

*Patient and Client Focussed:* Our purpose is to serve our patients and clients in order to achieve the Vision and Purpose of Albury Wodonga Health.

*Ethical:* Both in our clinical endeavour and our business practices we will be just in all our dealings.

*Teamwork:* Esprit de corps, harmony, partnership and unity are valued.

*Respect:* Appreciation of the worth of others and regard for their contribution is inherent.

*Trust:* Confidence that all are doing their best, honestly and positively.

*Accountability:* Understanding that all bear a personal responsibility to our community.

*Compassion:* Consideration, empathy and humanity are given freely to our patients and staff alike.

*Equity:* Fairness, integrity and justice are apparent in our actions.

## ROLE SUMMARY / PURPOSE

The position of accredited GP Anaesthetics Registrar provides direct clinical services in Albury Wodonga Health’s (AWH) anaesthetic department. The Registrar will be responsible for the provision of anaesthetic services to public patients at Albury-Wodonga Health (both Albury and Wodonga campuses).

The position provides clinical management and consultation services to public patients requiring anaesthetic input either under direct supervision or indirect supervision according to experience and in accordance with JCCA Guidelines. The position participates in quality assurance activities within the department.

The Scope of Practice for general practitioners providing anaesthesia service will always be dependent upon the knowledge, skills and capabilities of the individual practitioner and subject to local infrastructure and jurisdictional credentialing.

In the context of rural and remote medicine, general practitioners providing anaesthesia service are called upon to provide a range of services to meet the individual needs of their communities.

As a general guideline (as described in the table below) a rural general practitioner providing anaesthesia services should only be considering patients who are in the ASA 1 and ASA 2 categories

## KEY RESPONSIBILITIES

During the training year the GP Anaesthetics Registrar will undertake the following tasks in order to achieve the level of competency expected as a practicing GP Anaesthetist:

- establish and utilise a comprehensive professional referral network
- demonstrate an understanding of the physical and mental states which may influence conduct of anaesthesia
- outline the influence of emotional, psychological and social factors on an individual's response to pain (acute and chronic)
- demonstrate an ability to communicate and cooperate with a range of rural specialist anaesthetists in the provision of safe anaesthetic services
- demonstrate an understanding of the emotional impact of patients undergoing surgery and provide supportive counselling
- demonstrate an ability to communicate effectively with frightened and uncooperative adults and children.
- develop the clinical skills required to competently manage safe anaesthesia practice in a rural GP setting
- demonstrate confidence to make decisions and accept the outcomes of those decisions working within his/her own scope of practice
- utilise a problem solving approach
- demonstrate clinical skills required for appropriate pre-operative assessment and care of patients
- identify features of the pre-operative assessment which will require specialist anaesthesia services and refer appropriately
- use and maintain a range of equipment required for general anaesthesia and monitoring
- induce and maintain unconsciousness and provide intra-operative analgesia
- administer and reverse muscle relaxation safely
- administer local, topical and regional anaesthesia
- describe the principles of common or important operations requiring anaesthesia and their appropriateness in rural GP anaesthesia practice
- provide post-anaesthesia care
- demonstrate knowledge of, and ability to care for, all aspects of a patient's respiratory system, including recognition of problems, use of oxygen, ventilators and artificial airways
- manage acute pain and chronic cancer and non-cancer pain
- effectively manage patients of all ages suffering from cardiac or respiratory arrest
- assess a patient's suitability for transportation
- stabilise, support and organise safe transportation for the critically ill patient
- demonstrate an ability to predict pre-operative, intra-operative and post-operative anaesthesia risks, consulting with a specialist anaesthetist and referring when necessary.
- demonstrate an understanding of the particular need and difficulties in maintaining confidentiality in small communities
- critically review relevant literature, analysing and utilising it appropriately in the workplace
- develop skills in balancing the caseload and demands of working in isolation in a rural practice with social and personal responsibilities
- develop an understanding of the principles of small business management appropriate to a rural general practice
- demonstrate an ability to establish professional networks, organisations and utilise available rural resources and referral agencies
- develop a commitment to continuing self-directed learning and professional development sufficient to provide quality anaesthesia care
- demonstrate an attitude of adaptability to changes in anaesthetic practice relevant to safer rural anaesthesia
- develop the appropriate skills for self-care and self-reliance
- demonstrate awareness of current ANZCA standards for anaesthesia practice (College Professional Documents) and act in ways consistent with these standards
- work effectively as part of a multidisciplinary team.
- outline legal responsibilities regarding notification of disease, birth, death and autopsy, and related documents
- demonstrate his/her responsibility in relation to obtaining informed consent
- demonstrate an understanding of the social/domestic pre-requisites for day only surgery

## QUALIFICATIONS AND EXPERIENCE

1. Enrolled as a Registrar with either the Royal Australian College of General Practitioners (RACGP) or the Australian College of Rural and Remote Medicine (ACRRM); or Fellowship of RACGP or ACRRM.
2. Registration with AHPRA.
3. Demonstrated commitment to high quality patient care.
4. Understanding of Clinical Governance.

5. Commitment to Albury Wodonga Health values.	
6. Demonstrated commitment to rural / regional practice.	
<b>PERSONAL ATTRIBUTES / SOFT SKILLS</b>	
<ul style="list-style-type: none"> <li>• High level of emotional intelligence</li> <li>• Proven resilience</li> <li>• Ability to build and maintain strong working relationships</li> <li>• Proven ability to function effectively as a member and clinical leader of a multidisciplinary team</li> <li>• Strong interpersonal skills</li> <li>• Commitment to ethical practice</li> </ul>	
<b>KEY RELATIONSHIPS</b>	
<b>REPORTS TO:</b>	Director Anaesthesia
<b>SUPERVISES:</b>	Junior medical staff and medical students (as per shift)
<b>OVERALL:</b>	Working relationship with all professional colleagues
<b>PERFORMANCE APPRAISAL</b>	
A review of performance shall be undertaken within six months following commencement and annually thereafter. There is an expectation that staff will assume responsibility for completion of any learning requirements advised by the organisation. This includes all Mandatory Training and Clinical Competencies as required (annually or in accordance with timelines specified in relevant health service policies and procedures).	
<b>QUALITY AND RISK MANAGEMENT</b>	
<p>In order to help ensure continued employee and patient safety and quality of care:</p> <ul style="list-style-type: none"> <li>– Staff are required to participate in the development and maintenance of a quality service through the application of professional standards; participation in quality improvement activities; and compliance with the policies, procedures, practices and organisational goals and objectives of AWH.</li> <li>– Staff are required to contribute to the development and maintenance of the AWH Risk Management Framework and apply the framework to identify, evaluate and minimise exposure to risk across the organisation.</li> <li>– <b>A positive risk culture at AWH is embedded by our belief that everyone has a role in risk. You are encouraged to identify opportunities for improvement and play a role in assisting the organisation to achieve its risk objectives.</b></li> <li>– Staff are required to abide by the Code of Conduct for AWH.</li> </ul>	
<b>HEALTH AND WELLBEING</b>	
<p>The health and wellbeing of employees is a priority for AWH and I recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals.</p> <p>I commit to:</p> <ul style="list-style-type: none"> <li>– <b>Reporting through the Incident Management System any near misses or incidents as they occur.</b></li> <li>– Partaking in the promotion of the health and wellbeing of employees.</li> <li>– Contributing to an inclusive and health promoting environment.</li> <li>– Promoting our values and vision.</li> <li>– An organisational culture that promotes positive mental health and wellbeing through supportive leadership, employee participation and shared decision making.</li> </ul>	
<b>SCOPE OF AUTHORITY</b>	
Employees covered under this Position Description are not permitted to work outside of their designated level of responsibility without express permission from either the Manager or the Line Manager.	
<b>CLOSING THE GAP</b>	

AWH is committed to enhance our ability to attract and recruit Indigenous people and committed to closing the gap in employment outcomes between Indigenous and non-indigenous people.

### CONFIDENTIALITY

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of AWH. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information.

Failure to comply with this agreement may result in disciplinary action and may include termination of employment.

#### Declaration:

As the incumbent of this position, I acknowledge that I have read the Position Description and Job Demands Checklist, understood its contents and agree to work in accordance with the contents therein. I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies and procedures applicable to AWH. I also agree to strictly observe the AWH Code of Conduct and policy on confidentiality of commercial and patient information or such sensitive information that I may come across in the course of my employment.

Name of Incumbent: \_\_\_\_\_

Signature: \_\_\_\_\_

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

### ANNEXES

1. Organisational Responsibilities.
2. Jobs Demand Checklist.

### DOCUMENT CONTROL

<b>Executive Sponsor:</b>	Executive Director of Medical Services
<b>Manager Responsible:</b>	Director of Medical Workforce
<b>Author(s):</b>	Director of Medical Workforce
<b>Reviewed by People &amp; Workforce:</b>	<input type="checkbox"/>
<b>Position Description ID No:</b>	
<b>Approval Date:</b>	
<b>Date Due for Review:</b>	
<b>Version No:</b>	
<b>Original Approval Date:</b>	
<b>Previously Named As:</b>	

The people we are looking for include:

- PGY3+ Doctors looking to consolidate their critical care skills prior to entering a training program.
- ED experienced Career Medical Officers.

## ORGANISATIONAL RESPONSIBILITIES

The following criteria are requirements for all employees that may either be assessed through the selection process or assessed as part of your ongoing and annual Professional Development / Performance Management review cycle.

### **Communication:**

- Ability to gather relevant information through effective questioning.
- Ability to express information and ideas appropriately.
- Reads / reviews relevant documents.
- Participates in meetings, committees and disseminates information as required.

### **Equal Employment Opportunity:**

- Commitment to the principles.
- Supports diversity in the workplace.

### **Information Management:**

- Collects and uses data as required.

### **Integrity:**

- The ability to understand the implications of one's actions and act in a manner consistent with relevant policies, codes, guidelines and legislation.

### **Organisation Awareness:**

- Being aware of the organisational goals and objectives and contribute positively to their attainment.

### **People / Patient Focused Environment:**

- Ability to set the highest standards of performance for self and others in meeting the needs of internal and external customers.

### **Infection Control:**

- Hand Hygiene.
- Standard precautions.

### **Primary Health:**

- Promotes the social view of health, early intervention, health promotion and harm minimisation.

### **Quality Improvement:**

- Participate in, and where applicable leads educational and Quality Improvement activities.
- Works to continually improve own performance.

### **Resource Management:**

- Ensure all allocated resources are managed in an efficient and accountable manner.

### **Safe Practice and Environment:**

- Understands responsibilities under Occupational Health and Safety legislation.
- Able to identify actual / potential work place hazards and take corrective action.
- Vaccination status meets legislative requirements.

### **Self Development:**

- The ability to understand own development needs and to recognise, create and seize opportunities to improve performance.

### **Teamwork / Collaboration:**

- Works effectively with others to achieve mutual aims, and to identify and resolve problems.
- Influence an environment free from horizontal and vertical violence.

**JOB DEMANDS CHECKLIST:**

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

***This form is to be completed by the Manager / Supervisor of the position being recruited to.***

**Position:** GP Anaesthetics Registrar  
**Facility / Site:** Albury and Wodonga Campuses

**TASKS PERFORMED:**

Nature of Tasks to be undertaken (Collective description as best describes tasks).

**FREQUENCY DEFINITIONS:**

- I = Infrequent - intermittent activity exists for a short time on a very infrequent basis.  
 O = Occasional - activity exists up to 1/3 of the time when performing the job.  
 F = Frequent - activity exists between 1/3 and 2/3 of the time when performing the job.  
 C = Constant - activity exists for more than 2/3 or the time when performing the job.  
 R = Repetitive - activity involved repetitive movements.  
 N = Not Applicable - activity is not required to perform the job.

Demands	Description	Frequency					
		I	O	F	C	R	N
<b>PHYSICAL DEMANDS:</b>							
Sitting	Remaining in a seated position to perform tasks.			✓			
Standing	Remaining standing without moving about to perform tasks.			✓			
Walking	Floor type: even / uneven / slippery, indoors / outdoors, slopes.			✓			
Running	Floor type: even / uneven / slippery, indoors / outdoors, slopes.	✓					
Bend / Lean Forward from Waist	Forward bending from the waist to perform tasks.			✓			
Trunk Twisting	Turning from the waist while sitting or standing to perform tasks.			✓			
Kneeling	Remaining in a kneeling posture to perform tasks.		✓				
Squatting / Crouching	Adopting a squatting or crouching posture to perform tasks.		✓				
Leg / Foot Movement	Use of leg and / or foot to operate machinery.			✓			
Climbing (stairs / ladders)	Ascend / descend stairs, ladders and steps.			✓			
Lifting / Carrying	Light lifting and carrying (0 - 9 kg).			✓			
	Moderate lifting and carrying (10 – 15 kg).		✓				
	Heavy lifting and carrying (16 kg and above).		✓				
Reaching	Arms fully extended forward or raised above shoulder.			✓			
Pushing / Pulling / Restraining	Using force to hold / restrain or move objects toward or away from the body.		✓				
Head / Neck Postures	Holding head in a position other than neutral (facing forward).		✓				
Hand & Arm Movements	Repetitive movements of hands and arms.			✓			
Grasping / Fine Manipulation	Gripping, holding, clasping with fingers or hands.			✓			

Work At Heights	Using ladders, footstools, scaffolding, or other objects to perform work.					✓	
Driving	Operating any motor powered vehicle.		✓				
<b>SENSORY DEMANDS:</b>							
Sight	Use of sight is an integral part of work performance, eg: Viewing of X-Rays, computer screens, etc.			✓			
Hearing	Use of hearing is an integral part of work performance, eg: Telephone enquiries.			✓			
Smell	Use of smell is an integral part of work performance, eg: Working with chemicals.			✓			
Taste	Use of taste is an integral part of work performance, eg: Food preparation.			✓			
Touch	Use of touch is an integral part of work performance.			✓			
<b>PSYCHOSOCIAL DEMANDS:</b>							
Distressed People	Eg: Emergency or grief situations.			✓			
Aggressive & Uncooperative People	Eg: Drug / alcohol, dementia, mental illness.			✓			
Unpredictable People	Eg: Dementia, mental illness, head injuries.			✓			
Restraining	Involvement in physical containment of patients / clients.			✓			
Exposure to Distressing Situations	Eg: Child abuse, viewing dead / mutilated bodies.			✓			
<b>ENVIRONMENTAL DEMANDS:</b>							
Dust	Exposure to atmospheric dust.	✓					
Gases	Working with explosive or flammable gases requiring precautionary measures.			✓			
Fumes	Exposure to noxious or toxic fumes.		✓				
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE.		✓				
Hazardous Substances	Eg: Dry chemicals, glues.		✓				
Noise	Environmental / background noise necessitates people raise their voice to be heard.			✓			
Inadequate Lighting	Risk of trips, falls or eyestrain.		✓				
Sunlight	Risk or sunburn exists from spending more than 10 minutes per day in sunlight.						✓
Extreme Temperatures	Environmental temperatures are less than 15°C or greater than 35°C.	✓					
Confined Spaces	Areas where only one egress (escape route) exists.						✓
Slippery or Uneven Surfaces	Greasy or wet floor surfaces, ramps, uneven ground.				✓		
Inadequate Housekeeping	Obstructions to walkways and work areas cause trips and falls.				✓		
Working At Heights	Ladders / stepladders / scaffolding are required to perform tasks.						✓
Biological Hazards	Eg: Exposure to body fluids, bacteria, infectious diseases.				✓		

The area below is for any special comments or notes on significant physical or other demands required to perform this job.