

## POSITION DESCRIPTION

---

<b>Position Title:</b>	2022 GP Registrar in Anaesthesia
<b>Business Unit/Division:</b>	Office of CMO
<b>Award Agreement:</b>	AMA Victoria – Victorian Public Health Sector – Doctors in Training Enterprise Agreement 2018-2021
<b>Classification:</b>	HM25-30
<b>Employment Type:</b>	Full Time Fixed Term
<b>Reports to:</b>	Director of Anaesthesia & Perioperative Medicine, Unit Consultants, Chief Medical Officer through the Junior Medical Workforce Manager
<b>Date Prepared/Updated:</b>	May 2021
<b>General Role Statement:</b>	Duties are varied but include in-theatre provision of anaesthesia and perioperative management of patients, acute pain management ward rounds, pre-admission clinics, labour ward anaesthesia services, assessment of referrals from other units, participation in departmental QA and research activities. Duties are varied but include in-theatre anaesthetics and perioperative management of patients, acute pain management ward rounds, pre-admission clinics, labour ward anaesthesia services, assessment of referrals from other units, participation of departmental QA and research activities and meetings.

## ORGANISATIONAL OVERVIEW

---

### Introduction

At Northern Health, we take care of the residents of Melbourne's north, by providing a diverse range of health services, at Northern Hospital Epping, Broadmeadows Hospital, Craigieburn Centre and Bundoora Centre. We also collaborate with our partners to help expand the range of healthcare services offered to our culturally rich and diverse community.

Northern Health provides a vibrant, fast-paced workplace, with the busiest Emergency Department in Victoria. We are located in the rapidly growing northern suburbs, which is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, diversity, safety and respect.

## Our Strategic Plan

Northern Health's Strategic Plan for Northern Health includes the following elements -

### Our Vision:

A healthier community, making a difference for every person every day.

### Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our community.
- Kind – We treat everyone with kindness, respect and empathy.
- Together – We work together with our staff, patients, consumers and health system partners.

### Our Priorities:

Northern Health has determined five strategic goals. Focussing on these goals will support us to achieve our vision and mission.

- A safe, positive patient experience
- A healthier community
- An innovative and sustainable future
- Enabled staff, empowered teams
- Engaged learners, inspired researchers

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

## Safety, Quality and Clinical Governance at Northern Health

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

## ROLE STATEMENT

---

The Anaesthetic Registrar – will provide timely assessment and management of patients requiring anaesthesia for surgery or other procedures, as well as resuscitation and pain management as required. They will also provide a supervisory role for junior medical staff and participate in the education, quality improvement and research activities of the Anaesthetics Department.

This document outlines the Anaesthetic Department's expectations of performance by NH Anaesthetics Registrars.

The position involves shift work with an expectation that allocated shifts will be worked.

### All employees:

#### Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience – Trusted care procedure.](#)
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

## KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

---

### Regular Attendance and Participation

- Regular attendance both in-hours and out-of-hours according to manning charts or rosters.
- Must attend handovers.
- A daily ward round of all inpatients should be undertaken.
- Participation in unit meetings, multidisciplinary meetings etc. is essential.

### Provision of Appropriate Care to:

- All inpatients within Unit/Department and to undertake a daily ward round of patients.
- Patients in the Coronary Care Unit and to liaise with the duty Cardiologist in the care of these patients.
- Provide an opinion on patients referred from other units and to liaise with the Consultant Cardiologists about these patients' care in a timely manner
- Public outpatient clinics.
- Pre-admission clinics and support relevant intern.
- Patients for whom consultation is requested.
- Relevant patients in day surgery, medical imaging and endoscopy

**Support on request, of the following services to a limited extent:**

- Inpatient Psychiatry
- CCU
- Surgical and Medical sub-specialties including paediatric surgery.

**Support on request, of the following services to a limited extent:**

- Orientation of Intern/HMO at beginning of each term. This includes providing information on roles and responsibilities, what the intern /HMO will be assessed on, setting intern or HMO rotation objectives, giving unit specific information and updating intern/HMO on status of patients.
- To meet with Intern/HMO at mid-term for an informal feedback session using the “Guide to Registrars Form”.
- To provide immediate feedback to intern/HMO throughout rotation
- To ensure intern/HMOs know what to do if they need to seek help, i.e. who to contact if you’re not available
- To provide training and education during ward rounds and in other appropriate settings

**Quality**

- Participate in the relevant divisional/unit quality activities program(s) as requested by the Unit/ Department Registrar and senior staff.
- To be responsive to patient and relative complaints, liaising with appropriate senior staff and the patient Advocate.

**Communication**

- At all times, facilitate excellent communication and liaison with patients and their families, other staff, general practitioners and others involved in the patient’s care
- Ensure that patients/families are given adequate information about treatment decisions and follow-up
- Preparation of an accurate discharge summary and communication with relevant providers in the community is a key task

**Medical Records**

- Ensure completion of appropriate documentation in the patient’s hospital record.
- Entries should be legible, timely, regular and comprehensive to document patient status and issues, important changes or decisions, dated, designated and signed.
- Notes should include adequate information for coding and patient care purposes.

**Education & Training**

- Attendance at training sessions appropriate to your level of training is actively encouraged.
- Unit specific activities are listed in the individual unit handbooks.

**Patient Discharge**

- Facilitation of the timely admission and discharge of all patients in accordance with hospital policy.

**Provision of Clinical Support**

- Provision of clinical support for other interns/registrar where this may be required due to workload or other unforeseen circumstances.

**Administration**

- Ensure that the Junior Medical Workforce Unit and the Chief Medical Officer is promptly informed of any relevant administrative issues.
- To ensure up to date contact information is available to the hospital.
- To ensure mandatory training is completed prior upon commencement of employment.
- To provide notification of inability to attend clinical duties for any reason by notifying the Head of Unit; and, Junior Medical Workforce Unit (JMWU) or the person on call for JMWU via communication centre, at least 2 hours prior to commencement of a rostered shift.
- To notify Junior Medical Workforce Unit (JMWU) in writing of all roster swaps, as per policy.
- To appropriately complete and submit leave forms for approval.

## SELECTION CRITERIA

**Qualifications, Registrations and Qualities****Essential**

- Medical registration with the Medical Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA).
- Undergraduate medical qualification as a first degree is essential – MBBS, MD, PhD or equivalent
- Must Be a member of the VRGP training program
- Must be holder of a relevant employment visa if not an Australian resident.
- Current National Police and Working with Children History Check
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

**Employee Declaration**

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: