

POSITION DESCRIPTION

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| Position: | Anaesthetic Medicine Trainee – RG- GP |
| Division: | Medicine |
| Unit: | Anaesthetic |
| Enterprise Agreement | AMA Victoria – Victorian Public Health Sector – Doctors in Training Agreement 2018-2021 |
| Reports to: | HMO Manager/Chief Medical Officer |

MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training.




VISION





Your Hospital – We care.

MISSION

Improving the health and wellbeing of our community by providing quality health services, with care, compassion and skill.

VALUES

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|  Responsiveness | Responsiveness: Providing frank, timely advice to the Government; high quality services to the Victorian community; and by identifying and promoting best practice. |
|  Integrity | Integrity: Being honest, open and transparent; acting responsibly; reporting improper conduct; and striving to earn and sustain public trust of a high level. |
|  Impartiality | Impartiality: Making decisions and providing advice on merit and without bias, favouritism or self- interest; objectively considering all relevant facts and fair criteria. |

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|  Accountability | <p>Accountability: Working to clear objectives in a transparent manner and accepting responsibility for decisions and actions.</p> |
|  Respect | <p>Respect: Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying.</p> |
|  Leadership | <p>Leadership: Actively implementing, promoting and supporting these values. Leadership is about positive influence, inspiring and empowering others.</p> |
|  Human Rights | <p>Human Rights: Making decisions and providing advice consistent with human rights; and actively implementing, promoting and supporting human rights.</p> |

POSITION SUMMARY

To ensure that quality, evidence based anaesthetic care is delivered within a safe team environment that is conducive to learning. The Registrar, in the collaboration with other team members, will provide effective management of patients under the guidance of the Director of Anaesthetics and ICU.

All staff at Mildura Base Public Hospital should have, or aspire to the personal qualities, knowledge and skills as described in the Mildura Base Public Hospital Staff Capabilities Statement. Refer to link at top of page.

KEY RESPONSIBILITIES AND DUTIES

Specific duties of the role will include: -

- Anaesthesia
- Intensive Care
- Pain Medicine/Management
- Pre-operative Assessment
- Non clinical duties – including continuing education, quality assurance and research

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

- The position is available to Registrars enrolled in the Vocational General Practice training, all rural GPs wanting to acquire or maintain procedural skills, metropolitan based Registrars/vocationally registered GPs proposing to take up rural practice.
- Sound knowledge of and commitment to quality management, ethical practices and cultural diversity.
- Competent in providing advanced life support measures
- Demonstrated good communication, organisational and interpersonal skills
- Proven ability to work effectively in a team and independently as required

Qualifications / Certificates

- Registered with the Australian Health Practitioner Regulation Agency (AHPRA), and must have completed two years in the public hospital system (ie be at least PGY3 by the start of training)

Personal Qualities, Knowledge and Skills

- Act in a professional manner at all times when dealing with internal and external customers
- Positively promote the company in a positive manner both internally and externally
- Demonstrate a good work ethic that includes punctuality, integrity, respect for others and a commitment to professional practice
- Adhere to all Infection Control guidelines
- Participate in the Performance Development Review process
- Attend mandatory training sessions provided by the organisation and be actively involved in learning and teaching
- Demonstrate the ability to work both independently and within a team structure
- Behave in a friendly and supportive manner to other employees
- Work collaboratively and cooperatively with all members of the team
- Attend work as rostered and on time, and if unable to attend, provide sufficient notice so that appropriate action can be taken
- Resolve any workplace conflict in a professional manner through the correct organisational processes
- Assist new members of staff to effectively perform their role
- Demonstrate sound communication skills both written and verbal
- Attend departmental meetings and read relevant communications while contributing to improving standards of services in line with the needs of the customers

MANDATORY REQUIREMENTS

National Police Record Check (Select if applicable to the role):

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Working with Children Check (Select if applicable to the role):

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Registration with Professional Association (Select if applicable to the role):

- Australian Health Practitioner Regulation Agency (AHPRA)

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Drivers Licence (Select if applicable to the role):

A current Victorian driver's licence is required for this position

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.