

POSITION DESCRIPTION

POSITION: Specialist Anaesthetist

RESPONSIBLE TO: Service Manager Peri-Operative Services
Head of Anaesthetic Department

Health New Zealand | Te Whatu Ora (Nelson Marlborough)

Our vision: All people live well, get well, stay well. Kaiao te tini, ka ora te mano, ka noho ora te nuinga.

Our mission: Working with the people of our community to promote, encourage and enable their health, wellbeing and independence

Our Values – Ā Mātou Uara:

Respect: We care about, and will be responsive to, the needs of our diverse people, communities and staff.

Innovation: We will provide an environment where people can challenge current processes and generate new ways of working and learning.

Teamwork: We create an environment where teams flourish and connect across the organisation for the best possible outcome.

Integrity: We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times.

PURPOSE OF POSITION

To provide a safe, efficient and effective district-wide Anaesthetic service and contribute/participate in the after-hours medical management of Intensive Care patients.

RESPONSIBILITIES	EXPECTED OUTCOMES
<p>Clinical</p> <ul style="list-style-type: none"> Assess allocated patients pre-operatively and utilise appropriate anaesthetic techniques intra and post-operatively to contribute to the best outcome for the patient Conduct scheduled operating sessions, pain rounds and other professional anaesthetic services in an efficient and effective manner Participate as member of Trauma Team in Emergency Department for resuscitation of critical cases Ensure that the relationship with patients is based on informed consent Ensure that documentation accurately reflects the patient's condition and clinical decision making Endeavour to ensure that patients are satisfied with services provided See and advise on patients referred by hospital specialist and general practitioner colleagues Shared responsibility with other clinicians for intensive care patients in the absence of specific intensivists after-hours 	<p>Patients are correctly assessed, and ad hoc reviews show the best available options relating to anaesthesia, and ICU are utilised</p> <p>Patients are aware of the possible outcomes of treatment options and have given their consent accordingly</p> <p>All documentation is completed according to prescribed standards and is available for peer review</p> <p>Patient surveys indicate satisfaction with service</p> <p>Provision of safe and effective delivery of patient care and advise, in accordance with professional clinical standards</p>
<p>Teaching</p> <ul style="list-style-type: none"> Contribute to the training and professional development of RMOs and other clinical staff 	<p>Clinical staff and RMO survey indicate appropriate level of training is provided</p>
<p>Organisational</p> <ul style="list-style-type: none"> Contribute to the medical community by attending local post-graduate medical meetings and meetings with management Consult with other health professionals regarding the care of patients as appropriate Participate in district anaesthetic audit/peer review (including a review of complex cases and critical events) on a regular basis Contribute and participate in quality improvement activities and initiatives within the anaesthetic department, peri-operative and the wider hospital environment Contribute to the provision of a comprehensive obstetric epidural service Takes responsibility for participation in ongoing education professional activities as part of own professional development 	<p>Demonstrated participation in and positive contribution to quality improvement activities and medical and peer reviews</p> <p>A quality, customer-focused service is provided at all times, which follows best practice</p>

Children's Team	<p><i>Children's Action Plan - Children's Teams</i> are a government initiative that support vulnerable children. This position has been identified as being likely to fulfil a role with or alongside the Children's Team (e.g. Children's Team member, Lead Professional and/or provision of support in regard to the development of a child's action plan). If this opportunity arises, Heath NZ – Health New Zealand (known as Heath NZ) will provide support and training to enable you to meet the requirements of this responsibility. If you are assigned as a Lead Professional, Heath NZ expects you to act within the scope of the <i>Children's Action Plan Lead Professional</i> role profile (copy available from Human Resources).</p>
General	<ul style="list-style-type: none"> • Obligations contained in Appendices 1 & 2 are met • Other duties as negotiated with your Manager

PERSON SPECIFICATION

QUALIFICATIONS

- FANZCA or equivalent qualification, vocationally valid for registration in New Zealand
- Current Annual Practising Certificate

EXPERIENCE

- Experience in specialist role as anaesthetist

SKILLS & KNOWLEDGE

- Excellent verbal and written (including report writing) communication skills
- Excellent time management and organisation skills
- Total commitment to client-oriented care and quality standards
- Basic / Intermediate knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook
- Keeps up to date with available information technology relevant to position
- Understands and complies with Heath NZ Information Technology policies

PERSONAL ATTRIBUTES

- Ability to work cooperatively and collaboratively in a team environment
- Effective team player
- Excellent time management and organisation skills
- Person of integrity, able to be trusted with confidential matters
- Display a pleasant nature and be approachable when dealing with people and an ability to get on well with others
- Displays versatility and copes with unexpected delays or happenings
- Strong personal commitment to excellent personal and work standards

APPENDIX 1

General Responsibilities of an Employee of Health NZ (Nelson Marlborough)

1. Professional Responsibilities

As an employee of Heath NZ, you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Heath NZ departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

2. Health, Safety and Wellbeing

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

3. Right to Raise Concerns

- All employees of Heath NZ are expected and encouraged to immediately ask questions and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

4. Child Wellbeing and Protection

Heath NZ is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:

- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.
- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

5. Legislation, Regulations and Board Policies

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Heath NZ’s Disciplinary Policy.

6. Confidentiality

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

7. Risk Management

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

8. Security

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

9. Treaty of Waitangi

Heath NZ is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

10. Smokefree

Heath NZ is a Smokefree Organisation. This applies to all staff and contractors working within Heath NZ buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Heath NZ staff employed on Board business in the community.

APPENDIX 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Heath NZ
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas ¹ New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none">• a chronic skin condition• been working in an overseas healthcare facility in the last year• been MRSA-positive in the last year
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures ²

¹Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

²Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.