

## Position Description

POSITION TITLE:	<b>Visiting Medical Officer -Specialist Anaesthetist</b>
DATE OF EFFECT:	<b>September 2020</b>
APPOINTMENT:	<b>Long Term</b>
DIVISION:	<b>Medical</b>
ACCOUNTABLE TO:	<b>Director of Anaesthetics and Perioperative Medicine</b>
DIRECT REPORTS:	<b>Nil</b>

Northeast Health Wangaratta (NHW) is a busy sub-regional integrated health service of 208 beds and is the major referral facility for the greater part of North East Victoria. NHW provides a wide range of acute specialist medical and surgical services. An emergency department, critical care unit (ICU,HDU,CCU), obstetrics and gynaecology, paediatrics and specialised aged care, medical oncology services, community rehabilitation, and inpatient, community, aged and psycho-geriatric mental health services. There is also a broad range of community health services and NHW auspices a number of other regional services in post-acute care, palliative care and infection control.

NHW has an operating suite of four theatres and is supported by a modern Radiology Department, Nuclear Medicine, Pathology, Blood Bank and a Critical Care Unit staffed by Intensivists. A 40 bed private hospital is located close by and has three theatres serviced by local and visiting surgeons. An equal distribution of lists across a number of core surgical specialities including General Surgery, Orthopaedics, Urology, Endoscopy, Bronchoscopy, Obstetrics and Gynaecology as well as optional sub-speciality lists including Paediatrics, Ear, Nose and Throat Surgery and Dental ensures an excellent variety of work. A VMO Anaesthetic clinic and Acute Pain service is staffed alongside Anaesthetic Registrars as well as a one-in-ten oncall roster. The Director of Anaesthesia and Perioperative Medicine, Dr Jade Radnor, can discuss the allocation of lists and the billing procedures with interested Anaesthetists.

The University of Melbourne's Rural Clinical School has a node located in Wangaratta with medical students completing their clinical studies at NHW and additional students rotate from Melbourne Teaching Hospitals.

Wangaratta is just under three hours drive from Melbourne on a four lane highway. It is in a magnificent rural setting with snow fields, rivers, national parks and vineyards, and a host of recreational choices on offer. It has over 11 schools including 3 large secondary schools. It is also within 45 minute drive to Albury which has a large rural airport.

### Our Vision

- To be recognised leaders in rural healthcare

### Our Mission

- To provide health care that enhances the quality of life for the people of North East Victoria.

### Our Values

- Caring: we are responsive to and care for our community, our patients, their families, carers and staff.
- Excellence: we strive to deliver safe, effective, patient focused, evidence based health care
- Respect: we believe that positive outcomes are achieved through trust and mutual understanding.
- Integrity: we are open and ethical in all our interactions.
- Fairness: we promote equality and fair access that is sensitive to individual needs.

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### ROLE STATEMENT

To contribute as a senior member of the medical staff to the overall functioning and performance of Northeast Health Wangaratta (NHW) and to provide outstanding anaesthetic services as a Specialist Anaesthetist. An interest in and willingness to contribute to the non-clinical aspects of a large rural Department of Anaesthesia and Perioperative Medicine is desired.

### THE APPLICANT

#### Minimum Qualifications

- MBBS, FANZCA or equivalent
- Current AHPRA Registration as a Specialist Anaesthetist
- Commitment to working in a regional and rural centre
- National Police Check and Working with Children Check Required

#### Experience

- Substantial clinical experience at a senior level in the health sector
- Experience in teaching at undergraduate and graduate level

#### Knowledge and Understanding

- Comprehensive knowledge regarding delivery of anaesthetic services and operating theatre requirements
- Understanding of customer service for internal and external customers and commitment to meeting their needs in a helpful and courteous manner
- Awareness of medico-legal issues, clinical risk management, clinical governance and quality improvement in anaesthesia.

#### Skills

- Highly competent and clinically skilled anaesthetist
- Sub-speciality skills highly desired
- Good verbal and written communication and interpersonal skills
- Ability and commitment to work and contribute effectively in a team environment

#### Attributes

- Self Motivated
- Resourceful
- Team player
- Energetic
- Life time learner

#### Performance appraisal

- A review of performance shall be undertaken within six months following commencement and annually thereafter

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### CODE OF BEHAVIOUR FOR STAFF AT NORTHEAST HEALTH WANGARATTA

We Will:

- Treat people equally
- Honour confidentiality
- Respect and uphold the rights of others

#### **Caring about those we serve**

We will:

- Exercise openness and fairness in our dealings with others
- Strive to provide the highest level of service

#### **Demonstrating Professionalism**

We will:

- Acknowledge our limitations
- Be willing to seek advice
- Maintain professionalism in all our interactions

#### **Leading by Example**

We will:

- Use our knowledge and skills to perform our duties to the best of our ability
- Cultivate and maintain relationships that support the goals of the organisation

#### **Supporting each other**

We will:

- Seek to resolve conflict rapidly and constructively
- Foster a safe, healthy and creative environment

#### **Encouraging Innovation**

We will:

- Value our interest in entrepreneurial activities
- Channel our creativity into tangible initiatives

#### **Respecting Difference**

We will:

- Recognise and tolerate individual differences in others, including gender, spiritual values, sexual preferences, age, disability and culture.

#### **Communicating Openly and Honestly**

We will:

- Communicate courteously
- Discuss differences in a clear and calm manner.
- Refrain from using behaviours that are abusive, intimidating or patronising.

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### RISK ASSESSMENT / JOB ANALYSIS

Northeast Health Wangaratta provides a safe working environment for staff as part of the process Risk Assessments have been carried out and this position could include some or all of the following.

(Please mark (eg X or ✓) to those that apply to this position)

Aspects of Normal Workplace	Frequency		
	Occasionally	Regularly	Continual
Work Environment			
Work with the possibility of extended hours		X	
Work in locations geographically separated from main facility	NA		
Working off site which may include clients homes	NA		
Clinical areas			X
Traveling or Driving in cars on a regular basis		X	
<u>Work Activity</u>			
Manage demanding and changing workloads and competing priorities		X	
Undertake administrative tasks including intensive computer keyboarding work, filing, writing, concentrating for long periods of time	X		
Sitting at the computer for extended periods of time	NA		
Sitting in meetings for extended periods of time	NA		
Use of technology including computers, photocopiers, telephones	X		
Undertake manual handling of equipment	X		
Patient Handling ( <i>No Lift Program operates throughout NHW</i> )	NA		
Exposure to toxic or irritant substances ( <i>Protective equipment &amp; procedures in place to prevent contact</i> )	X		
<u>Work relationships</u>			
Work in a team environment and at times independently			X
Interaction with staff from other disciplines and departments			X
Interacts with: colleagues and other hospital staff, members of the public Patients and relatives			X
<u>Training</u> (Training completed at other hospitals within the last 3 years may be recognised)			
Workplace Health & Safety for Employees	Annually (via E3 Learning)		
Emergency Procedures	Annually (via E3 Learning)		
Manual Handling	Annually (via E3 Learning)		
Fire Extinguisher Training	Annually (via E3 Learning)		
Hand Hygiene	Annually (via E3 Learning)		
Advanced Life Support	Annually		
Aseptic Non Touch Technique (ANTT)	Annually (via E3 Learning)		

As the occupant of this position, I have read and I understand the above position description.

Name: .....

Signature: .....

Date: .....