

Position holder (title)	Anaesthetist
Reports to (title)	Head of Department, Anaesthesia Service Director Surgical Directorate
Department / Service	Anaesthesia, Surgical Directorate, Health Services
Purpose of the position	<ul style="list-style-type: none"> ▪ To provide high quality care to anaesthesia patients with a wide range of acute and elective surgical conditions ▪ To participate in the acute on call roster (average 1:15) as rostered. ▪ To teach and support junior medical staff and take an active role in interdisciplinary team education and actively support and utilise specialist nurse role/s as appropriate. ▪ To actively participate in quality improvement, clinical audit activities and service development meetings and initiatives. ▪ Position may involve operations at HBDHB and other rural sites. ▪ To ensure and prioritise a focus on patient safety and quality relating to care and processes within the Surgical Service. ▪ To operationally and strategically support the ongoing development of the Surgical Service. ▪ To recognise and support the delivery of the Hawkes Bay Health Sector vision.

Working Relationships

Internal	External
<ul style="list-style-type: none"> ▪ Department medical staff ▪ Department nursing staff ▪ Anaesthetic Technicians ▪ Head of Department ▪ Surgical Director ▪ Chief Medical Advisor ▪ Service Director Surgical Services ▪ Other medical and nursing staff ▪ Other departments 	<ul style="list-style-type: none"> ▪ Other external health providers including other surgeons in the region ▪ General practitioners

Dimensions

Expenditure & budget / forecast for which accountable	N/A
Challenges & Problem solving	Logistics of covering all theatre sessions to maintain acutes as a priority, so that acute surgery is achieved in a timely fashion, while also achieving our elective targets. Ensuring that our registrar training is maintained to the highest possible standard.
Number of staff reports	None
Delegations & Decision	Delegate where appropriate to junior staff. Work collaboratively with senior colleagues
Other Indicators	Maintain positive collegial relationships with other specialties.

Our shared values and behaviours



1 HE KAUANUANU RESPECT *Showing respect for each other, our staff, patients and consumers*

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|-------------------|---|--|
| Welcoming | <ul style="list-style-type: none"> ✓ Is polite, welcoming, friendly, smiles, introduce self ✓ Acknowledges people, makes eye contact, smiles | <ul style="list-style-type: none"> ✗ Is closed, cold, makes people feel a nuisance ✗ Ignore people, doesn't look up, rolls their eyes |
| Respectful | <ul style="list-style-type: none"> ✓ Values people as individuals; is culturally aware / safe ✓ Respects and protects privacy and dignity | <ul style="list-style-type: none"> ✗ Lacks respect or discriminates against people ✗ Lacks privacy, gossips, talks behind other people's backs |
| Kind | <ul style="list-style-type: none"> ✓ Shows kindness, empathy and compassion for others ✓ Enhances peoples mana | <ul style="list-style-type: none"> ✗ Is rude, aggressive, shouts, snaps, intimidates, bullies ✗ Is abrupt, belittling, or creates stress and anxiety |
| Helpful | <ul style="list-style-type: none"> ✓ Attentive to people's needs, will go the extra mile ✓ Reliable, keeps their promises; advocates for others | <ul style="list-style-type: none"> ✗ Unhelpful, begrudging, lazy, 'not my job' attitude ✗ Doesn't keep promises, unresponsive |

1 ĀKINA IMPROVEMENT *Continuous improvement in everything we do*

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| Positive | <ul style="list-style-type: none"> ✓ Has a positive attitude, optimistic, happy ✓ Encourages and enables others; looks for solutions | <ul style="list-style-type: none"> ✗ Grumpy, moaning, moody, has a negative attitude ✗ Complains but doesn't act to change things |
| Learning | <ul style="list-style-type: none"> ✓ Always learning and developing themselves or others ✓ Seeks out training and development; 'growth mindset' | <ul style="list-style-type: none"> ✗ Not interested in learning or development; apathy ✗ "Fixed mindset, 'that's just how I am', OK with just OK |
| Innovating | <ul style="list-style-type: none"> ✓ Always looking for better ways to do things ✓ Is curious and courageous, embracing change | <ul style="list-style-type: none"> ✗ Resistant to change, new ideas; 'we've always done it this way'; looks for reasons why things can't be done |
| Appreciative | <ul style="list-style-type: none"> ✓ Shares and celebrates success and achievements ✓ Says 'thank you', recognises people's contributions | <ul style="list-style-type: none"> ✗ Nit picks, criticises, undermines or passes blame ✗ Makes people feel undervalued or inadequate |

1 RARANGA TE TIRA PARTNERSHIP *Working together in partnership across the community*

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| Listens | <ul style="list-style-type: none"> ✓ Listens to people, hears and values their views ✓ Takes time to answer questions and to clarify | <ul style="list-style-type: none"> ✗ 'Tells', dictates to others and dismisses their views ✗ Judgmental, assumes, ignores people's views |
| Communicates | <ul style="list-style-type: none"> ✓ Explains clearly in ways people can understand ✓ Shares information, is open, honest and transparent | <ul style="list-style-type: none"> ✗ Uses language / jargon people don't understand ✗ Leaves people in the dark |
| Involves | <ul style="list-style-type: none"> ✓ Involves colleagues, partners, patients and whanau ✓ Trusts people; helps people play an active part | <ul style="list-style-type: none"> ✗ Excludes people, withholds info, micromanages ✗ Makes people feel excluded or isolated |
| Connects | <ul style="list-style-type: none"> ✓ Pro-actively joins up services, teams, communities ✓ Builds understanding and teamwork | <ul style="list-style-type: none"> ✗ Promotes or maintains silo-working ✗ 'Us and them' attitude, shows favouritism |

1 TAUWHIRO CARE *Delivering high quality care to patients and consumers*

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|---------------------|---|---|
| Professional | <ul style="list-style-type: none"> ✓ Calm, patient, reassuring, makes people feel safe ✓ Has high standards, takes responsibility, is accountable | <ul style="list-style-type: none"> ✗ Rushes, 'too busy', looks / sounds unprofessional ✗ Unrealistic expectations, takes on too much |
| Safe | <ul style="list-style-type: none"> ✓ Consistently follows agreed safe practice ✓ Knows the safest care is supporting people to stay well | <ul style="list-style-type: none"> ✗ Inconsistent practice, slow to follow latest evidence ✗ Not thinking about health of our whole community |
| Efficient | <ul style="list-style-type: none"> ✓ Makes best use of resources and time ✓ Respects the value of other people's time, prompt | <ul style="list-style-type: none"> ✗ Not interested in effective user of resources ✗ Keeps people waiting unnecessarily, often late |
| Speaks up | <ul style="list-style-type: none"> ✓ Seeks out, welcomes and give feedback to others ✓ Speaks up whenever they have a concern | <ul style="list-style-type: none"> ✗ Rejects feedback from others, give a 'telling off' ✗ 'Walks past' safety concerns or poor behaviour |

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Tauwhiro

Rāranga te tira

He kauanuanu

Ākina

Key Accountabilities

CLINICAL RESPONSIBILITIES & DUTIES The senior medical officer is required to undertake their clinical responsibilities and to conduct themselves in all matters relating to their employment in accordance with best practise and relevant ethical and professional standards and guidelines as determined from time to time by:	
<p>Tasks (how it is achieved):</p> <p>Service provision</p> <ul style="list-style-type: none"> ▪ Provide the highest standard of patient focused, evidence based care. ▪ To ensure provision of a high standard of care to patients in operating theatre, inpatients, day cases, for both acute and elective conditions in accordance with hospital policies and procedures (including pre theatre assessment and post operative recovery, scheduled anaesthetic duties in other locations eg radiology, delivery suite, psych etc) ▪ Discussions and meetings with patient and families ▪ Preparation of police, coroner, ACC reports etc ▪ Research and study related to treatment of specific patient. ▪ Assessment, treatment and anaesthesia plans are appropriate, clearly documented and auditable. ▪ Inpatient care may be provided in the general surgical wards, day procedures unit, radiology, delivery suite and ICU/HDU. <p>New or innovative procedures</p> <ul style="list-style-type: none"> ▪ Awareness of improvements in patient care is encouraged Any new procedure is to be discussed with the Head of department. If appropriate for introduction it must be done in accordance with the DHB policies for the introduction of new procedures <p>Rostered acute duties and on-call activities</p> <ul style="list-style-type: none"> ▪ Is available to medical and nursing staff for advice, support and supervision of any urgent patient problems during normal business hours and when on-call, including returning to the workplace when requested as appropriate. ▪ When on acute on-call duties, the Duty Consultant is required to remain immediately contactable and available to attend the hospital within 20 minutes. ▪ Participate in acute on-call roster. This is averaged as 1:15 week - nights and 1/6 split weekends. ▪ Participate in the epidural call roster ▪ Provide acute call cover for other consultants as appropriate and agreed. <p>Ethical and legal parameters of medical practice</p> <ul style="list-style-type: none"> ▪ Provides clinical care in a manner consistent with established ethical standards as defined by the Medical Council of New Zealand ▪ Meets credentialing requirements for anaesthesia practise. ▪ Identifies risk factors as they pertain to anaesthesia and implements and maintains strategies to manage and minimise risk. <p>Interdisciplinary Team approach</p> <ul style="list-style-type: none"> ▪ Supports the care of patients within an interdisciplinary team ▪ Actively supports multidisciplinary models of care including 	<p>How it will be measured (KPI):</p> <ul style="list-style-type: none"> ▪ The NZ Medical association's code of ethics; ▪ The practitioners relevant medical college(s) and / or professional associations(s); ▪ The Health and Disability Commissioner; and ▪ The employer's policies and procedure except to the extent that they may be inconsistent with any other provision of this agreement. ▪ Demonstrates compliance to departmental procedures and HBDHB policies. ▪ Assessment, treatment including anaesthesia interventions is instigated based on best practice outcomes for the patient. ▪ Theatre and clinic sessions will be conducted as specified in work schedules ▪ The anaesthetist will be present and ready to commence work at the official starting time for the list or clinic ▪ Maximum usage shall be made of allocated theatre and clinic facilities. ▪ Compliance with policy and guidelines for new and innovative procedures ▪ Attendance for acute call is within department parameters for acceptable response ▪ Feedback from areas re accessibility and responsiveness while on call ▪ Compliance to ethical standards is consistently achieved ▪ Credentialing requirements are met as per policy ▪ Participation in team activities is demonstrated ▪ Attendance at meetings ▪ Education is relevant to needs of others ▪ Monitor Attendance at audit meetings ▪ Participation in quality assurance initiatives and programmes

<p>specialist nurses, allied health staff and others as required.</p> <ul style="list-style-type: none"> ▪ Actively supports specialist nurse activities ▪ Regularly attends department of anaesthesia meetings (including confidential monthly morbidity and mortality reviews) ▪ Participates in multidisciplinary team meetings relevant to their expertise ▪ Provides education to nurses and other allied health professionals as appropriate ▪ Liaises with other health care professionals as required. <p>Quality improvement and service development</p> <p>Participate and deliver on quality assurance requirements</p> <ul style="list-style-type: none"> ▪ Actively participates in clinical audit programme and other activities relating to the maintenance and improvement of clinical standards ▪ To work towards the achievement of goals and objectives of HBDHB and those of the department of anaesthesia. ▪ Participate in service development meetings including the monitoring and implementation of surgical contracts. ▪ Maintains and develops own professional knowledge and skills. ▪ Links with regional and tertiary services are productive; improve service delivery, patient outcomes and own knowledge. 	
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NON CLINICAL / PROFESSIONAL ACTIVITIES	
<p>Tasks (how it is achieved):</p> <p>Professional development</p> <ul style="list-style-type: none"> ▪ Fulfil Maintenance of Professional Standards requirements ▪ Take part in research projects and postgraduate teaching ▪ Attend and contribute to post-graduate medical education ▪ Take part in research projects ▪ Demonstrate a commitment to continuing medical education ▪ Participate in activities that contribute to ongoing personal and professional development ▪ Participate in appropriate college CPD programme <p>Departmental activities</p> <ul style="list-style-type: none"> ▪ Participates in annual service planning processes ▪ Take part in departmental credentialing activities ▪ Attend and/or participates in Grand Rounds as relevant ▪ Attends department meetings <p>Training and development</p> <ul style="list-style-type: none"> ▪ Participates in teaching junior medical staff, and medical students in accordance with the requirements of the anaesthesia training scheme. ▪ Advises colleagues when appropriate ▪ Teach postgraduate students as required. 	<p>How it will be measured (KPI):</p> <ul style="list-style-type: none"> ▪ CME audit ▪ Contribution in teaching programme. ▪ Credentialing requirements fulfilled as per policy ▪ Input into department/service planning ▪ College requirements for supervision/teaching met

OCCUPATIONAL HEALTH & SAFETY	
<p>Tasks (how it is achieved):</p> <p>Displays commitment through actively supporting all health and safety initiatives.</p> <p>Ensures all staff/colleagues maintain adequate safety standards on the job through consultation, training and supervision.</p>	<p>How it will be measured (KPI):</p> <p>Evidence of participation in health and safety activities.</p> <p>Demonstrates support of staff/colleagues to maintain safe systems of work.</p>

<p>Ensures own and others safety at all times.</p> <p>Complies with policies, procedures and safe systems of work.</p> <p>Reports all incidents/accidents, including near misses in a timely fashion.</p> <p>Is involved in health and safety through participation and consultation.</p>	<p>Evidence of compliance with relevant health and safety policies, procedures and event reporting.</p>
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Key Competencies

CUSTOMER SERVICE	
<p>Tasks (how it is achieved):</p> <p>Open and responsive to customer needs.</p> <p>Demonstrate an understanding of continuous quality improvement.</p>	<p>How it will be measured (KPI):</p> <p>Demonstrates a commitment to customer service and continuous quality improvement, through interaction with patient/clients and other customers.</p> <p>Identifies customer needs and offers ideas for quality improvement.</p> <p>Effective management of customers/situations.</p>

ENGAGING EFFECTIVELY WITH MĀORI	
<p>Tasks (how it is achieved):</p> <p>Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori</p> <p>Is visible, welcoming and accessible to Māori consumers and their whānau</p> <p>Actively engages in respectful relationships with Māori consumers and whānau and the Māori community</p> <p>Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience</p> <p>Actively facilitates the participation of whānau in the care and support of their whānau member</p>	<p>How it will be measured (KPI):</p> <p>Accelerated health outcomes for Maori</p> <p>Evidence of positive feedback from Māori consumers and whānau, and colleagues</p> <p>Evidence of collaborative relationships with Māori whānau and community/organisations</p> <p>Evidence of whānau participation in the care and support of their whānau member</p>

HONOURING TREATY OF WAITANGI OBLIGATIONS	
<p>Tasks (how it is achieved):</p> <p>Demonstrates understanding of the principles of the Treaty of Waitangi.</p> <p>Ensure the principles of partnership, protection and participation are applied to day to day work.</p> <p>Ensures procedures do not discriminate against Maori.</p>	<p>How it will be measured (KPI):</p> <p>Evidence of the principles applied in work practice.</p>

Essential and Desirable Criteria: Qualifications / Skills / Experience

Essential	
Treaty of Waitangi Responsiveness (cultural safety)	Demonstrates the ability to manage personnel in a manner that the health consumer determines as being culturally safe. Demonstrates ability to apply the Treaty of Waitangi to management processes.
Qualifications (eg, tertiary, professional)	Appropriate medical degree recognised by the Medical Council of New Zealand Fellow of the Australian and New Zealand College of Anaesthetists (or equivalent) Vocational Registration in Anaesthesia with the Medical Council of New Zealand (or eligible)
Business / Technical Skills (eg, computing, negotiating, leadership, project management)	Ability to use patient information systems etc
Experience (technical and behavioural)	<p>Management of acute and elective anaesthesia</p> <p>Credentialed or the ability to be credentialed in a full range of anaesthesia Ability to develop and maintain effective clinical systems</p> <p>Eligible to obtain vocational registration as an anaesthetist with the Medical Council of New Zealand</p> <p>Experience in wide range of Anaesthesia procedures</p> <p>Experience in supervision and teaching of junior medical staff</p> <p>Experience in working within a multidisciplinary team</p> <p>Experience in the development and maintenance of links with surgeons and other medical practitioners in the region</p> <p>Experience in the development and maintenance of clinical audit</p> <p>Shows commitment to, and demonstrates the behaviours of the health sector:</p> <ul style="list-style-type: none"> ▪ Tauwhiro (delivering high quality care to patients and consumers) ▪ Rāranga te tira (working together in partnership across the community) ▪ He kauanuanu (showing respect for each other, our staff, patients, and consumers) ▪ Ākina (continuously improving everything we do)
Desirable	

Recruitment Details

Position Title	Anaesthetist
Hours of Work	80 per fortnight
Salary & Employment Agreement Coverage	In accordance with the Senior Medical and Dental Officers Multi Employer Collective Agreement (MECA) \$ 161304 to \$240,000 gross per annum according to qualifications and experience.
Date	April 2020

ADDITIONAL INFORMATION

Programme of Work details

Clinical session means any rostered period (five hours duration) performing clinical work or being available to perform such work.

Programme per fortnight for a full-time Anaesthetist will be:

- 11 Theatre Sessions
- 2 Anaesthesia Clinic Session
- 3 Non Clinical Session

Clinical sessions may include:

- Elective theatre sessions
- Daytime acute anaesthesia call, including Obstetric Epidurals
- Scheduled anaesthetic duties in other departments, eg CT, Radiology, Lithotripsy Bus
- Pre-assessment clinics

Non clinical sessions means any rostered session not involving patient contact eg:

- CME
- Administration
- Teaching
- Quality Assurance & Audit
- Research

A morning session is from 0800 - 1300 hours. An afternoon session is from 1300 - 1800 hours.

ELECTIVE THEATRE SESSIONS

A 'theatre session' is 4 hours long - that is knife to skin - last patient off the theatre table
eg: 0830 – 1230 or 1330 - 1730

These times may vary depending on theatre schedule. Note that a clinical session is 5 hours. The additional hour is time recognised for pre and post op visits and preparation of patient for theatre start time 8.30

The Anaesthetist will conduct pre-operative assessments in line with college guidelines and assist in minimising the pre-operative hospitalisation period.

The Anaesthetist, Surgeon and Theatre staff will co-operate to make maximum use of the theatre session.

ANAESTHESIA SERVICES FOR ACUTE (NON BOOKED) SURGERY

Twenty four hour cover is provided consisting of:

1. 2 day time sessions 0800 - 1300 hours
1300 - 1800 hours
(allocated as per weekly duty roster)

2. Night time (1800 - 0800) and weekend call (including public holidays). This is a separate roster.

Anaesthetists rostered on for acute cover during the day (weekdays) must be on site during this period and be immediately available for consultation at all times. Supervision of junior trainees as required by the College may further dictate availability requirements. An Anaesthetist on call at night, weekends and public holidays will be immediately available for consultation at all times. Availability to attend Theatre will be as per the after hours availability guidelines agreed by the Anaesthetic Department.

Anaesthetists employed by the Organisation will initially be expected to participate equally in the out of hours call roster (including Obstetric Epidurals). Any exception will be by mutual agreement within the Department and within College and ASMS Guidelines.

Days worked per week will initially be variable depending on department needs and roster requirements. Weekly schedules published six weeks in advance. DHB accepts that once settled in Hawke's Bay, outside commitments may limit flexibility. An Anaesthetist may be asked to provide an extra clinical session (by mutual agreement). An extra payment will be made for this.