

Job Description

Specialist Anaesthetist

Department of Anaesthesia, Surgical and Support Services

Position Title:	Specialist Anaesthetist
Organisation Unit:	Dept of Anaesthesia, Surgical and Support Services
Location:	Whangārei and Kaitaia Hospitals
Responsible to:	Clinical Director - Department of Anaesthesia, Te Whatu Ora Te Tai Tokerau
Primary Functions of the Position:	<ul style="list-style-type: none"> To provide effective and high-quality anaesthetic services to the community served by Te Whatu Ora – Te Tai Tokerau in accordance with the standards of Australia and New Zealand College of Anaesthetists. To instruct, teach and advise resident medical staff in relation to anaesthesia, pre-op assessment, and post-op. To participate in the standards, function and appointments of nursing and technical staff in so far as their function concerning anaesthetic, pre and post-op management.

Functional Relationships

The Specialist Anaesthetist will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> The Clinical Directors of Anaesthesia and Rural Hospitals Anaesthesia Medical Officers, Registrars and House Officers Medical Students Anaesthetic Technicians Consultants in other specialities Medical Officers, Registrars and House Officers in other specialities Surgical/Operating staff Pre & Post-Operative Care staff ICU staff General Manager and Service Manager Administrative and management staff Other Te Whatu Ora – Te Tai Tokerau staff 	<ul style="list-style-type: none"> New Zealand Medical Council The practitioner's relevant medical college(s) and/or professional association(s); Other Te Whatu Ora staff St John Practitioners GPs Community agencies Patients and their families

Key Responsibilities and Expected Outcomes

Te Whatu Ora Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora Te Tai Tokerau:

Values	Supporting Statement
Tāngata i te tuatahi People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding and aroha
Te Hiranga Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Specialist Anaesthetist encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Clinical Responsibilities
- Records and Documentation
- Patient Information and Informed Consent
- Staff and Patient Relations
- Consultation Advice
- Quality Assurance
- Team Effectiveness
- Resource Utilisation
- Teaching Responsibilities
- Continuing Medical Education
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within Te Whatu Ora – Te Tai Tokerau management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Te Whatu Ora – Te Tai Tokerau, Te Tiriti o Waitangi Training • Engage with others to promote attainment of equity in healthcare outcomes for Māori
Clinical Responsibilities	<ul style="list-style-type: none"> • This position will require a regular commitment to Kaitiāia Hospital as well as Whangārei Hospital • Professional responsibility to patients is paramount. • The Specialist Anaesthetist will share responsibility with their colleagues to ensure an efficient and effective quality anaesthetic and critical care services are provided. • The Specialist Anaesthetist will perform anaesthetic duties which lie within their training and ability and will manage patients according to contemporary convention and college guidelines. • Duties performed will be realistically possible within agreed contracted hours. Routine Hours are 8 am to 6pm Monday to Friday. Participation in after-hours on call for Anaesthesia is a requirement on occasion dependent on surgical case mix. • Clinical Duties of the Specialist Anaesthetist may include: Provision of anaesthesia for elective surgery sessions. Provision of anaesthesia for acute (non-booked) surgery. Pre-operative assessment clinics. Acute Pain Service duties.
Records & Documentation	<ul style="list-style-type: none"> • Comprehensive and accurate medical records with respect to anaesthesia will be maintained for all patients with whom the Specialist Anaesthetist is involved
Patient Information & Informed Consent	<ul style="list-style-type: none"> • Patients will be given a clear explanation of all procedures and treatments where possible. • Informed consent will be obtained from all patients in accordance with Te Whatu Ora – Te Tai Tokerau policy
Staff & Patient Relations	<ul style="list-style-type: none"> • The Specialist Anaesthetist will work together with other Anaesthetists and Intensivists to ensure provision of a high-quality service. • The Specialist Anaesthetist will liaise with other clinical specialists as necessary to maintain optimal patient care

Key Responsibility Area	Expected Outcomes
Consultation Advice	<ul style="list-style-type: none"> • The Specialist Anaesthetist will see and advise on inpatients referred by hospital specialist colleagues for an Anaesthetic opinion. • The Specialist Anaesthetist shall make provision to be contacted by the resident medical staff regarding elective cases and non-list cases between 8am and 6pm weekdays. • When on call for Anaesthetics, the Specialist Anaesthetist will liaise closely with theatre staff to allow effective planning of theatre usage.
Quality Assurance	<ul style="list-style-type: none"> • The Specialist Anaesthetist will maintain the high standards of patient care as set out by the College of Anaesthetists. • The Specialist Anaesthetist will participate in the Quality Assurance programme for Northland Health. This will incorporate reviews of patient care, reviews of complications and reviews of any deaths that occur in the service. • The Specialist Anaesthetist shall ensure that the current Departmental audit requirements are fulfilled. • The Specialist Anaesthetist will attend as appropriate to any enquiries or complaints from patients, relatives, staff or management. • The Specialist Anaesthetist will contribute to the formal credentialing and appraisal review of anaesthetic staff within the Department annually.
Team Effectiveness	<ul style="list-style-type: none"> • The Specialist Anaesthetist will work collaboratively with other Anaesthetists to ensure provision of a high-quality service. • The Specialist Anaesthetist will liaise with other clinical specialists as necessary to maintain optimal patient care. • Annual leave will be coordinated within the Department in order to maintain service continuity. • Cover for absent colleagues will be provided in accordance with policy and departmental practice
Resource Utilisation	<ul style="list-style-type: none"> • Each Anaesthetist is responsible for the effective and efficient use of resources including Anaesthetic supplies and pharmaceuticals
Teaching Responsibilities	<ul style="list-style-type: none"> • The Specialist Anaesthetist will participate in the teaching of Resident Medical Officers, Technicians, nursing, students and other staff.
Continuing Medical Education	<ul style="list-style-type: none"> • The Specialist Anaesthetist will keep up to date with trends and developments and utilisation of technology in anaesthesia on an ongoing basis. This will be done through regular discussion with colleagues, reading literature and participating in conferences and meetings. • Formal approval of an ethics committee via the Chief Medical Officer will be sought for any research undertaken or involvement in therapeutic trials which will be conducted in assistance with other ethics committees' protocols

Key Responsibility Area	Expected Outcomes
Health & Safety	<ul style="list-style-type: none"> • Ensure compliance with designated responsibilities detailed in Te Whatu Ora – Te Tai Tokerau Safety Policy and annual objectives • Promote an environment of physical, occupational, cultural, ethical and legal safety • Participate in the organisation’s Health and Safety Management training programme. • Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management • Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> • Practicing and observing safe work methods • The use of safety equipment • Reporting unsafe conditions or equipment; and • Reporting and documenting all accidents or incidents
Privacy and Confidentiality	<ul style="list-style-type: none"> • Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora Te Tai Tokerau • Complete mandatory induction training on Privacy responsibilities

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

Person Specification

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Qualified Medical Practitioner • Must be eligible for vocational registration in Anaesthesia with the Medical Council of New Zealand 	<ul style="list-style-type: none"> • FANZCA

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Completion of a Specialist Training Scheme in Anaesthesia from a recognized training body 	<ul style="list-style-type: none"> • Previous experience as a Specialist Anaesthetist in New Zealand or country with an equivalent health care system

Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none">• Te Tiriti o Waitangi and its application to the health setting• Privacy Act (2020) and Health Information Privacy Code (2020)• Health and Safety at Work Act 2015	<ul style="list-style-type: none">• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)• New Zealand Council of Healthcare Standards

Skills & Personal Attributes

Skills
<ul style="list-style-type: none">• Computer skills – proficient in Excel and Word• Excellent communication skills• Demonstrated accurate documentation skills• Ability to work under pressure• Confidentiality• Organisational skills• Demonstrated commitment to ongoing education• Initiative• Numeracy skills• Knowledge of Patient Management System• Excellent clinical skills• Forward planning and time management• Anticipate and prevent clinical problems• Efficacy and efficiency in clinical procedures

Personal Attributes
<ul style="list-style-type: none">• Forward thinking• Communication at all levels, excellent communication and interpersonal skills• Professional and Clinical credibility• Proven commitment to provision of quality care• Function as a professional leader• Ability to function as a multidisciplinary team member• Commitment to own professional development

Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: _____

Signature: _____

Date: _____

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title: _____

Signature of
employee: _____

Date: _____