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|  | Position Description All Calvary ServicesVersion:5.0 |

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| **Position Title:** | Director of Anaesthetics |
| **Position Number:** |  | **Cost Centre:** | 1352 |
| **Site/Facility:** | Calvary Mater Newcastle |
| **Department:** | Anaesthetics |
| **Enterprise Agreement** | [The NSW (Non-Declared) AHO Staff Specialist Agreement](http://amazon.mater.health.nsw.gov.au/files/dept/hr/enterprise_agreements/staffspecialist.PDF) |
| **Classification:** | Staff Specialist |
| **Reports To:** | Assistant Director Clinical Services Medical  |
| **Date of Preparation:** | June 2017 | **Date Updated:** | June 2017 |
| **Primary Purpose** |
| The role of the Director of Anaesthetics is responsible for the provision of a high performing, safe and effective departmental service in collaboration with the Assistant Director Clinical Services Medical and the Nurse Manager Perioperative Service. The Director will be responsible for the overall coordination and performance of the department and monitoring and maintaining standards of practice, whilst providing a safe environment for patients and staff. The Director is also responsible for implementing change within the department to achieve agreed outcomes. The position is approximately separated into 0.6 Clinical and 0.4 Administrative duties.  Clinical sessions are expected to be worked both in and out of normal business hours, inclusive of the requirement to work on the departmental on call roster.The tenure of the Directorship is limited to a 5 year quinquennial period. Relating specifically to the Directorship, the Director will undertake a performance review in the penultimate year of appointment. Where it appears that the Director role should be reviewed or changed as part of the Performance Review, the matter will be referred to the Hospital Management Committee and Medical and Advisory Committee for consideration. Therefore reappointment to the Director role is not an automatic process. |
| Organisational Environment |
| At Calvary our vision as a Catholic Health, Community and Aged Care provider, to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve. We put the person at the centre of care in all that we do. Calvary continues our mission focus in providing high quality care to the sick and vulnerable and in particular to those people approaching and reaching the end of life, their families and carers in all our services. Calvary’s Services include public and private hospital care, acute and sub-acute care, community care and retirement and aged care services, in both rural and metropolitan areas. At Calvary Mater Newcastle, the pursuit of scientific excellence takes an interdisciplinary approach. We have an extensive team of dedicated and talented researchers, committed to improving the lives of patients through medical discovery and innovation. The hospital currently employs over 100 researchers, working in a broad range of areas, many of whom are renowned experts in their fields. Whilst our research can be categorised into core areas, our researchers adopt a cooperative and collaborative spirit, allowing a stimulating and effective research culture to be embraced by all. In addition to the vast number of clinical trials available to patients throughout the hospital, there are also dedicated research laboratories located in the departments of [Medical Oncology](https://research.calvarymater.org.au/research/departments/oncology/medical-oncology.html), [Haematology](https://research.calvarymater.org.au/research/departments/haematology/) and Clinical [Toxicology](https://research.calvarymater.org.au/research/departments/general-internal-medicine/clinical-pharmacology-and-toxicology.html), as well as a state-of-the-art dosimetry and computing facility located in [Radiation Oncology and Medical Physics](https://research.calvarymater.org.au/research/departments/oncology/radiation-oncology-medical-physics-trans-tasman-radiation-oncology-group.html). Over 80 per cent of all cancer research in the Hunter is conducted at Calvary Mater Newcastle which is currently the main centre for cancer clinical trials in the Hunter region. We are in partnership with [Hunter New England Local Health District](http://www.hnehealth.nsw.gov.au/about_us), the [University of Newcastle](http://www.newcastle.edu.au/), the University of New England and the [Hunter Medical Research Institute](http://www.hmri.com.au/), in a multidisciplinary medical research hub in the Hunter Region of New South Wales, Australia.”  |
| Accountabilities and Key Result Areas |
| ***People and Culture:**** Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements
* Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect
* Be a positive role model by providing a leadership and mentoring role within Anaesthetics Departments at all times
* Take an active role in supervising junior medical officers and ensure that junior medical officers are aware of their responsibilities to their patients, yourself and other staff
* To develop and assist in post-graduate training in Anaesthesia Education and Training
* Develop, promote, encourage and participate in Staff Development Programs
* To work with clinical colleagues to manage effectively Calvary Mater Newcastle, Hunter New England LHD & NSW Ministry of Health benchmarks and targets.
* Facilitates the promotion of clinical research
* Provision of Clinical Services.

 ***Professional Development:*** * Maintain and update own knowledge
* Complete all mandatory training requirements
* Participate in the dissemination of knowledge and ideas through attendance at conferences, seminars and workshops
* Participate in the development and execution of innovative programs in both the delivery of care and clinical training
* Maintain professional body membership
* Overall coordination of the medical workforce in Anaesthetics inclusive of short, medium and long term planning for recruitment and performance management
* Oversee and facilitate the appointment and ongoing management of senior medical staff for the Anaesthetics Department in conjunction with the medical leadership of the CMN and JHH and in alignment with the District Clinical Streams and Networks. This includes recruitment, induction, professional development, performance reviews and performance management
* Lead and support the Anaesthetics Department Executive team in relation to building staff capability and retention, nurturing staff talent, engaging in succession planning and ensuring service sustainability.
* Undertake and manage performance development review of senior and junior medical staff along with the Director Medical Services
* Manage Senior Medical staff mandatory education compliance as outlined by HETI
* Lead, sponsor and facilitate the provision of education and training programs for all medical staff with in the Anaesthetics Department
* Manage medical processional issues, ensuring that all services provided are in line with current professional standards of practice, providing professional support to medical staff on matters relating to Awards, conditions of employment and WH&S matters, liaising with Human Resources/Workforce as required; in particular rostering of work, annual leave and TESL where applicable
* Along with the Director Medical Services, manage medico-legal matters to ensure:
* Proper representation or professional staff and the hospital,
* that all staff are aware of potential litigation and contentious medico-legal matters
* notification of appropriate cases to the coroner and / or ombudsman
* Maintain professional body membership and own knowledge in area of Anaesthetics
* Participate in the dissemination of knowledge and ideas through attendance at conferences, seminars and workshops
* Participate in the development and execution of innovative programs in both the delivery of care

***Excellence in Care:*** * Lead and role model professional clinical service delivery, providing expert advice and mentoring for junior staff
* Attend relevant committees and meetings and present the views of the service to working parties and planning groups as appropriate
* Participation in departmental Mortality and Morbidity meetings
* Compile statistical data as required by the Hospital or the Ministry of Health
* Participate in Continuous Quality Improvement and Best Practice programs within the Unit
* Comply with the Hospital critical incident reporting system – Incident Information Monitoring System (IIMS)
* Ensure patient care is delivered with professional, organizational, legal and ethical boundaries and reflects evidence based best practice and knowledge
* In consultation and collaboration identify, develop and implement strategies and plans to deliver services to achieve identified KPIs
* Participation and leadership in appropriate accreditation processes within the Calvary Mater

***Service Development & Innovation:**** Involvement in Service review, development and projects as required.
* Assist and support the implementation of service change that support strategic directions
* Provide medical leadership and expert advice in the planning, coordination, operation and evaluation of the delivery of medical services, including the development of strategic and business plans for the Anaesthetics Department
* Drive the development and implementation of innovative models of care in Anaesthetics Department
* Actively manage the relationships between medical staff and those of other CMN services through face to face meetings and other forms of communication
* Advise the Assistant Director of Clinical Services - Medical on changing clinical practice, including the need for new technologies and the resource implications in terms of both capital and operational costs as well as staffing and any training requirements
* Develop, implement and evaluate contemporary, evidence based clinical practices, guidelines and standards that ensure service delivery is appropriate coordinated, safe, efficient , timely and cost effective
* Actively work to improve workplace safety across the hospital by:
* Performing work in a manner that is safe and does not pose a risk to others
* Complying with all WHS policies, procedures and education provided by CMN
* Reporting any identified safety matters
* Speaking up about safety issues, including speaking to colleagues who are observed to work in an unsafe manner
* Monitor the work environment to ensure that medical staffing numbers, mix, and rostering arrangements are appropriate for the service and that the working environment and conditions of employment provide a safe, equitable rewarding and positive work experience for all medical staff
* Manage performance evaluations of the Anaesthetics Department and ensure compliance with organisational KPIs, including those with accountability to the HNE Service Level Agreement
* Convene meetings for medical services and facilitate implementation of any ensuing management recommendations

***Wise Stewardship**** Operate within budget requirements and ensure appropriate use of resources in accordance with the Calvary Mater Newcastle organisation goals and objectives
* To oversee the utilisation of beds within the unit to maximise efficiency and quality of care

***WH&S Responsibilities:**** Take reasonable care of your own health and safety and the health and safety of others in the workplace;
* Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
* Report to your supervisor any incident or unsafe conditions which come to your attention;
* Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)
* Actively support eh development of a safety culture at Calvary Mater Newcastle and participate in WHS and related quality activities

***Community Engagement:**** Assist in the development of a culture where consumer input is obtained for all quality improvements activities
* Be involved in mission celebrations and community events as appropriate
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| **Key Relationships** |
| Internal: | * Staff Specialists
* Visiting Medical Officers
* Perioperative Nurse Manager
* Perioperative Services
* Surgical Unit Nursing Unit Managers
* Directors of Clinical Units
* CMN Executive Team
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| External: | * HNELHD
* Patients and families
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| **Position Impact** |
| Direct Reports: | * Assistant Director Clinical Services Medical for operational matters and Director of Medical Services for professional matters.
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| Budget: |  |
| Selection Criteria |
| **Essential Criteria*** Registration or eligible for registration as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).
* Fellowship of the Australian and New Zealand College of Anaesthetists (FRANZCA) and/or or other specialist recognition as provided for the NSW (Non-Declared) AHO Staff Specialist Agreement or the Health Insurance Act 1973, and demonstrated substantial clinical training in anaesthesia. Evidence of continuing medical education and self-monitoring/audit practices consistent with the scope of practice requirements of the position.
* Proven experience in the provision of effective high quality anaesthetic services, demonstrated through successful clinical practice in an environment appropriate to the requirements of the position including evidence of participation in quality improvement activities relevant to the specialty.
* Demonstrated commitment to teaching with experience in teaching both undergraduate and post graduate students and other staff of the hospital.
* Demonstrate the skills and attitudes appropriate as a Senior Medical Practitioner including modelling a high standard of professional behaviour to junior medical and nursing staff.
* Demonstrated ability to work effectively and harmoniously with medical and other health services colleagues as part of a multi-disciplinary health care team and demonstrated ability to communicate effectively with patients, colleagues, and staff and to work as an effective member of the clinical team across multiple sites.
* Demonstrated experience in and commitment to research relevant to the role and needs of the Department.
* Commitment to the Mission, Vision and Values of Calvary and the ability and desire to uphold these at all times.
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| Approvals  |
| Job Holder’s signature: | Date: |
| Manager’s signature: | Date: |

Job Demands Frequency Checklist

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| **Job Demands Frequency Key** |
| **I** | Infrequent - intermittent activity exists for a short time on a very infrequent basis |
| **O** | Occasional - activity exists up to 1/3 of the time when performing the job |
| **F** | Frequent - activity exists between 1/3 and 2/3 of the time when performing the job |
| **C** | Constant - activity exists for more than 2/3 of the time when performing the job |
| **R** | Repetitive - activity involves repetitive movements |
| **N** | Not Applicable - activity is not required to perform the job |

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| **Physical Demands Description** | **Frequency**  |
| **I** | **O** | **F** | **C** | **R** | **N** |
| **Sitting** - Remaining in a seated position to perform tasks – eg required for client interviews |  |  | **X** |  |  |  |
| **Standing** - Remaining standing without moving about to perform tasks |  | **X** |  |  |  |  |
| **Walking** - Floor type: even / uneven / slippery, indoors / outdoors, slopes - eg walking between Lorna house and the main hospital via covered walkway |  |  | **X** |  |  |  |
| **Running** - Floor type: even / uneven / slippery, indoors / outdoors, slopes | **X** |  |  |  |  |  |
| **Bend / Lean Forward from Waist** - Forward bending from the waist to perform tasks | **X** |  |  |  |  |  |
| **Trunk Twisting** - Turning from the waist while sitting or standing to perform tasks | **X** |  |  |  |  |  |
| **Kneeling** - Remaining in a kneeling posture to perform tasks |  |  |  |  |  | **X** |
| **Squatting / Crouching** - Adopting a squatting or crouching posture to perform tasks | **X** |  |  |  |  |  |
| **Leg / Foot Movement** - Use of leg and / or foot to operate machinery | **X** |  |  |  |  |  |
| **Climbing (stairs / ladders)** - Ascend / descend stairs, ladders, and steps – eg if using fire stairs |  |  | **X** |  |  |  |
| **Lifting / Carrying** - Light lifting and carrying - 0-9 kg – eg notepad / book / clipboard and required writing implements |  | **X** |  |  |  |  |
| **Lifting / Carrying** - Moderate lifting and carrying - 10-15 kg | **X** |  |  |  |  |  |
| **Lifting / Carrying** - Heavy lifting and carrying - 16kg and above | **X** |  |  |  |  |  |
| **Reaching** - Arms fully extended forward or raised above shoulder | **X** |  |  |  |  |  |
| **Pushing / Pulling / Restraining** - Using force to hold / restrain or move objects toward or away from the body |  |  | **X** |  |  |  |
| **Head / Neck Postures** - Holding head in a position other than neutral (facing forward) | **X** |  |  |  |  |  |
| **Hand and Arm Movements** - Repetitive movements of hands and arms – eg report writing |  |  | **X** |  |  |  |
| **Grasping / Fine Manipulation** - Gripping, holding, clasping with fingers or hands eg report writing |  |  | **X** |  |  |  |
| **Work At Heights** - Using ladders, footstools, scaffolding, or other objects to perform work |  |  |  |  |  | **X** |
| **Driving** - Operating any motor powered vehicle |  |  |  |  |  | **X** |

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| **Sensory Demands Description** | **Frequency**  |
| **I** | **O** | **F** | **C** | **R** | **N** |
| **Sight** - Use of sight is an integral part of work performance eg viewing of X-Rays, computer screens – eg patient / client observation |  |  | **X** |  |  |  |
| **Hearing** - Use of hearing is an integral part of work performance eg telephone enquiries, answering of telephones |  |  | **X** |  |  |  |
| **Smell** - Use of smell is an integral part of work performance eg working with chemicals |  |  | **X** |  |  |  |
| **Taste** - Use of taste is an integral part of work performance eg food preparation |  |  |  |  |  | **X** |
| **Touch** - Use of touch is an integral part of work performance |  |  | **X** |  |  |  |
| **Psychosocial Demands Description** | **Frequency**  |
| **I** | **O** | **F** | **C** | **R** | **N** |
| **Distressed People** – eg emergency or grief situations |  |  | **X** |  |  |  |
| **Aggressive and Uncooperative People** - eg drug / alcohol, dementia, mental illness |  |  | **X** |  |  |  |
| **Unpredictable People** – eg dementia, mental illness, head injuries |  |  | **X** |  |  |  |
| **Restraining** - involvement in physical containment of patients / clients | **X** |  |  |  |  |  |
| **Exposure to Distressing Situations** – eg child abuse, viewing dead / mutilated bodies |  |  | **X** |  |  |  |
| **Environmental Demands Description** | **Frequency**  |
| **I** | **O** | **F** | **C** | **R** | **N** |
| **Dust** - Exposure to atmospheric dust – eg from building site | **X** |  |  |  |  |  |
| **Gases** - Working with explosive or flammable gases requiring precautionary measures |  |  |  | **X** |  |  |
| **Fumes** - Exposure to noxious or toxic fumes |  |  | **X** |  |  |  |
| **Liquids** - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE | **X** |  |  |  |  |  |
| **Hazardous substances** - eg dry chemicals and glues |  | **X** |  |  |  |  |
| **Noise** - Environmental / background noise necessitates people raise their voice to be heard |  | **X** |  |  |  |  |
| **Inadequate Lighting** - Risk of trips, falls or eyestrain | **X** |  |  |  |  |  |
| **Sunlight** - Risk of sunburn exists from spending more than 10 minutes per day in sunlight – eg walking from Lorna house to main hospital building |  |  |  |  |  | **X** |
| **Extreme Temperatures** - Environmental temperatures are less than 15C or more than 35C – eg walking from Lorna house to main hospital building | **X** |  |  |  |  |  |
| **Confined Spaces** - Areas where only one egress (escape route) exists | **X** |  |  |  |  |  |
| **Slippery or Uneven Surfaces** - Greasy or wet floor surfaces, ramps, uneven ground – eg covered / enclosed walkway | **X** |  |  |  |  |  |
| **Inadequate Housekeeping** - Obstructions to walkways and work areas cause trips and falls | **X** |  |  |  |  |  |
| **Working At Heights** - Ladders / stepladders / scaffolding are required to perform tasks |  |  |  |  |  | **X** |
| **Biological Hazards** - eg exposure to body fluids, bacteria, infectious diseases – eg inpatients and outpatients |  |  | **X** |  |  |  |

It is important to ensure that you can perform the position safely.

I have read and understood the physical requirements of the position as indicated in the Job Demands Frequency Checklist.

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