



# Capital & Coast District Health Board

ŪPOKO KI TE URU HAUORA

## POSITION DESCRIPTION

<b>POSITION:</b>	<b>SPECIALIST IN ANAESTHESIA</b>
<b>SERVICE:</b>	Department of Anaesthesia and Pain Management
<b>LOCATION:</b>	Wellington/Kenepuru
<b>HOURS OF WORK:</b>	Defined in letter of appointment
<b>RESPONSIBLE TO:</b>	Clinical Leader / Service Leader Department of Anaesthesia and Pain Management
<b>FUNCTIONAL RELATIONSHIPS:</b>	Senior Medical Staff Anaesthetic Technicians Clinical Perfusionists Nursing Staff and Midwives Physiotherapists Occupational Therapists Clinical Psychologists Other Clinical Staff Management Secretarial Staff Patients and families
<b>DIRECTLY SUPERVISING</b>	Junior Medical Staff and Medical Students Anaesthetic Technicians Nursing Staff

### MISSION:

*"Together, Improve the Health and Independence of the People of the District"*

### VALUES:

Innovation  
Action  
People/Patient Focus  
Living the Treaty  
Professionalism and Leadership  
Excellence

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## Context

### Organisational Perspective

Capital & Coast District Health Board receives funding to improve, promote and protect the health of the people within Wellington, Porirua and Kapiti region. We have an annual budget of more than \$1 billion which we use to deliver health services directly and as well as contacting external providers, such as general practices, rest homes, and pharmacists, to provide care.

Our district health board is the sixth largest in New Zealand with just over 300,000 people living in the district. We are also the leading provider of a number of specialist services, including neurosurgery, oncology, neonatal intensive care, and specialised mental health services, for the upper South and lower North Islands.

We operate the Wellington Regional Hospital, Kenepuru Hospital in Porirua, Kapiti Health Centre in Paraparaumu, and Ratonga Rua-o- Porirua, a Forensic, Rehabilitation and Intellectual Disability Hospital. We also provide a range of community-based services including district nursing, rehabilitation services, social work, alcohol and drug services, and home support services. Over 4,300 full-time equivalent staff work at Capital & Coast District Health Board.

### Directorate Perspective

The key areas of focus for the Surgery, Women and Children's Directorate are:

- To improve patient safety and clinical effectiveness
- To provide a seamless transition into the new Children's Hospital due for completion in 2020.
- To lead and develop new ways of working across the directorate between primary, community and secondary health care settings.
- To increase leadership capability within the Directorate
- To meet elective services discharge health targets
- To meet ESPI targets
- To improve efficiency and live within our financial means
- To improve the acute patient pathway and decrease length of stay in ED (achieve the national benchmark target of 95% patients discharged from ED within 6 hrs)
- To successfully implement care capacity demand management across the Directorate
- To ensure clinical efficiencies and the effectiveness of clinical supply use across the directorate

## KEY ROLE RESPONSIBILITIES

The Specialist is required to undertake their clinical responsibilities and to conduct themselves in all matters relating to their employment, in accordance with the relevant ethical and professional standards and guidelines, as determined from time to time by:

- The Australian and New Zealand College of Anaesthetists
- The Medical Council of New Zealand
- The Health and Disability Commissioner
- Capital and Coast District Health Board in its Policies and Procedures

## CLINICAL MANAGEMENT

### Anaesthesia Services

#### **Perioperative Clinic and Preoperative**

The specialist will:

- Conduct pre-anaesthesia outpatient consultations and preoperative review and assessment of patients referred for anaesthesia.
- Provide full explanation to the patients and gain informed consent.
- Complete and document the preoperative evaluation and proposed management clearly in the patient record.
- Prescribe premedication when appropriate and indicate clearly the regular medications to be given or withheld.
- Obtain documented informed consent for anaesthesia.
- Provide clear instructions regarding preoperative food and fluids to be given or withheld.
- Participate in the roster providing 24 hour cover for the Anaesthesia and Pain Management Service.
- When “on call” be available to respond within 5 minutes to requests for telephone advice, and to attend to patients requiring care within 20 minutes.
- Take professional care of, and assume clinical responsibility for, patients admitted or transferred under his/her care.

#### **Operative**

The specialist will:

- Deliver care on a sessional basis as rostered using allocated time efficiently and effectively to meet service goals.
- Complete formal patient identification and consent check.
- Carry out appropriate anaesthetic procedures and provide resuscitation and general medical care as required throughout surgery.
- Complete all required documentation.

#### **Postoperative**

The specialist will:

- Provide appropriate hand-over to PACU staff
- Supervise care during the initial recovery period and liaise with ward staff as appropriate regarding ongoing analgesia and fluid regimen.
- Initiate advanced analgesic procedures when appropriate.
- Carry out postoperative review.

### **Additional Services**

The specialist will, when rostered:

- As Supervising Consultant, supervise all trainees who require category 3 or 4 supervision, provide cover for in-theatre and post anaesthesia care unit acute calls and SEAM team calls, and respond promptly to other calls for assistance by an anaesthetist.
- Provide anaesthesia services to other locations – for example, Delivery Suite, Radiology, Emergency Department, Radiotherapy, Gastroenterology and Cardiology Department.
- Participate in the specialist rosters providing after hours cover for anaesthesia services.

### **Acute Pain Management Service**

The specialist will, if rostered:

- Provide specialist input to the Acute Pain Management team.
- Communicate as appropriate with surgical and other specialists to facilitate patient care.
- Contribute to the development of appropriate management protocols, guidelines, and audit procedures.

### **Regional Pain Assessment and Rehabilitation Service**

If credentialed to practice in this field, the specialist will:

- Provide a specialist pain medicine contribution to the multidisciplinary team.
- Receive and prioritise referrals for pain problems.
- Conduct clinics as rostered and assess patients to arrange investigation and ongoing care as appropriate.
- Undertake procedures as required.
- Provide appropriate follow-up.
- Prepare reports for outside agencies as required.

## **TEAM ROLE - RELATIONSHIPS**

The specialist will:

- Maintain harmonious and productive relationships with clinical and management colleagues.
- Normally attend all departmental meetings relevant to responsibilities.
- Work as a member of the department to meet the throughput and budget targets contained in the health service plan.
- Prepare reports and proposals as required.
- Contribute to the development of relevant protocols and policies.
- Represent the department within the hospital committee structures when nominated.

## **QUALITY IMPROVEMENT, AUDIT, REVIEW AND RESEARCH**

Capital and Coast District Health Board is committed to quality improvement. All departments and all staff have responsibilities both at a professional level and at a service level to participate in quality assurance programmes as an integral part of their activities.

The specialist will:

- On a regular and ongoing basis participate in audit activities relevant to his/her practice profile.
- Attend and participate in regular clinical audit and clinical review meetings.
- Implement the recommendations of the department's quality assurance committee.
- Attend proactively to patient complaints and comply with all organisational policy on such matters.
- Support the department's research activities.

## **INVOLVEMENT IN DHB ISSUES**

The specialist will:

- Participate on request in committee and liaison work in developing initiatives – e.g. 3DHB initiatives, electronic patient record.

The specialist will:

- Maintain involvement in professional organisations as required to fulfil continuing education and maintenance of standards requirements as laid out in the ANZCA CPD program or a suitable alternative accepted by the New Zealand Medical Council.
- Be committed to ongoing personal learning and professional development.
- Support and participate as requested in the department's training and continuing education programmes.
- Contribute as required to the trainee's in-training assessment processes.
- Contribute on request to educational and training activities for other specialties, junior medical staff, nursing, and other clinical staff.
- Participate as appropriate in professional, educational, and research activities on a national and international level. Strong encouragement is given to undertaking such work and to publishing reports and papers, organising and contributing actively to conferences, and participating in Society, College, and wider professional affairs.

## SPECIALIST IN ANAESTHESIA

PRACTICE COMPETENCY	PROCESSES AND ACTIVITIES	QUALITY INDICATORS
<b>Clinical Management Personal Work Targets</b>	<ul style="list-style-type: none"> <li>Obtains informed consent for all procedures in accordance with accepted current standards of practice.</li> <li>Maintains a high standard of professional care in accordance with the New Zealand Medical Associate Code of Ethics and as laid down in Medical Council of New Zealand Standards, the Australian and New Zealand College of Anaesthetists Code of Conduct, Protocols and Standards documents, statutory and regulatory requirements and Capital and Coast Health policies.</li> <li>Delivers care on a sessional basis using allocated time efficiently and effectively.</li> <li>Completes all required documentation clearly, comprehensively, and accurately.</li> <li>Handles problems and complaints sensitively and effectively.</li> <li>When “on call” is available and responds immediately to support trainees and to attend to patients requiring care.</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at CCDHB Open Disclosure Workshop</li> </ul>
<b>Team Role – Relationships Department Work Responsibilities</b>	<ul style="list-style-type: none"> <li>Harmonious and productive working relationships are maintained.</li> <li>Contributes to the development of effective multidisciplinary teams.</li> </ul>	<ul style="list-style-type: none"> <li>Participates in Surgical Safety Checks including pre-list briefing, “time-out” procedures and end of day debriefing.</li> </ul>

	<ul style="list-style-type: none"> <li>• All relevant department meetings are attended.</li> <li>• Reports are completed and dispatched in a timely manner.</li> <li>• The department is represented adequately on hospital committees when requested.</li> </ul>	<ul style="list-style-type: none"> <li>• Is able to account for use of allocated Departmental Non-Clinical Duties</li> </ul>
<b>Quality Improvement, Review and Research Process Improvement</b>	<ul style="list-style-type: none"> <li>• Participates in the departmental reviews of drugs, equipment, and methods of clinical management.</li> <li>• Reports anaesthesia related morbidity / mortality and critical incidents.</li> <li>• Participates in departmental programme of clinical audit.</li> <li>• Attends department quality assurance and research meetings.</li> <li>• Obtains appropriate Ethics Committee approval for all research and other relevant activities.</li> <li>• All research undertaken is published or otherwise submitted for peer evaluation.</li> </ul>	
<b>Improvement in Organisational Issues</b>	<ul style="list-style-type: none"> <li>• Contributes to Service development.</li> </ul>	
<b>Educational and Training / Professional Leadership</b>	<ul style="list-style-type: none"> <li>• Continuing Professional Development requirements are complied with.</li> <li>• Support and assistance is given to trainees.</li> <li>• Professional / educational / research activities are undertaken.</li> </ul>	



## SPECIFICATIONS

### Essential

- Holds registration from the Medical Council of New Zealand approving a scope of practice in Anaesthesia.
- Is able to demonstrate a high degree of clinical skill and competence in perioperative anaesthesia care and pain management.
- Has a commitment to ongoing professional and personal learning.
- Has a commitment to clinical quality management.
- Has a commitment to support and contribute to the training programme for junior staff.
- Has proven ability to participate effectively in a multidisciplinary team environment.
- Has effective written and oral communication skills.
- Has an understanding of Maori culture, is sensitive to multicultural practices, and has a commitment to honour bicultural obligations under the Treaty of Waitangi.