

POSITION DESCRIPTION

Canterbury

District Health Board

Te Poari Hauora o Waitaha

August 2018

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

Organisational Values

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

POSITION TITLE:

Anaesthetic Roster Co-ordinator

REPORTS TO (Title):

Service Manager, Anaesthesia

REPORTS ON A DAILY BASIS TO:

Service Manager, Anaesthesia

PRINCIPAL OBJECTIVES:

The Roster Coordinator is responsible for the efficient and effective management of the Anaesthetic Roster and to provide support for secretarial and administrative tasks in the Department of Anaesthesia.

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

- | | |
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| 1 | Department of Anaesthesia staff. |
| 2 | Various staff of the CDHB as required. |
| 3 | Associated School of Medicine staff. |
| 4 | Resuscitation Training Service. |

EXTERNALLY:

- | | |
|---|----------------------------------|
| 1 | Medical Company Representatives. |
| 2 | Referral sources/GPs. |
| 3 | Patients. |
| 4 | Other agencies as required. |

KEY PERFORMANCE OBJECTIVES:

Task	To manage the production of the weekly Anaesthetic Department roster (covering SMO/MO/Registrar/House Officers).
Expected Result	<ul style="list-style-type: none">• Produce accurate rosters in line with operational requirements within the in-house rostering programme (SpinFusion).• Ensure all Anaesthetic SMOs/MOs/Registrars/House Officers leave has been applied to the roster template. Any daytime gaps are highlighted in a timely manner and cover arranged.• All surgical service changes have been recorded.• All out-of-hours rosters for SMOs/MOs/Registrars/House Officers are completed, any gaps are highlighted in a timely manner and cover plans are arranged.• Escalating any cover issues and proactive discussion /planning with the Director of Operations and/or Service Manager.• The finalised roster is released on the Thursday before the week commencing.• All rosters are in a 'draft' status six weeks in advance.• Roster changes are communicated to the Anaesthetists and Theatre teams as required.• Liaise with the Theatre Co-ordinator to ensure consistency in Anaesthetic and Theatre rosters.
Task	Maintain timely and accurate communications
Expected Result	<ul style="list-style-type: none">• Liaise with Booking Clerks in Surgical Services, Radiology, Gastro, Cath Lab, Pre-Admission, on changes to lists, special requests, additional lists etc.• Develop and maintain effective and timely communications with included by not limited to Anaesthetists, Charge Anaesthetic Technician, surgical services and theatres• Run the weekly theatre schedule meeting, in the absence of the Service Manager, as required.• Information and requests are responded to in a timely manner.• Ensure updated and timely information is available on the Department SharePoint website via the Sharepoint Administrators.• Communication/Telephone/Reception is carried out effectively and pleasantly, in a helpful and considerate manner.
Task	Update Surgical leave in weekly theatre schedules (Anaesthesia and SCOPE)
Expected Result	<ul style="list-style-type: none">• Accurately record surgical leave as received from surgical departments.

Task	Roster templates are maintained, in-conjunction with the Service Manager
Expected Result	<ul style="list-style-type: none"> • Changes to the roster template are entered and actioned by the required date. • Changes to individual Anaesthetist work patterns are updated in the roster template, as required.
Task	SMO Out-of-Hours Roster templates are maintained, to ensure all duties are covered.
Expected Result	<ul style="list-style-type: none"> • Work with lead SMO for the week-night-cell call rosters, to ensure rosters are sent out in a timely manner (for General, Obstetrics, Cardiac, and Paediatric). • Work with lead SMO for the weekend call rosters, to ensure the rosters are sent out in a timely manner (for General, Obstetrics, Cardiac, and Paediatric). • Organise the SMO Friday night call roster, ensuring all duties are covered, and records are kept regarding frequency of call.
Task	Recording and processing of approved SMO/MO leave requests.
Expected Result	<ul style="list-style-type: none"> • All approved leave is accurately recorded in the Department diary or electronic equivalent and filed. • Leave forms are fully completed (employee number and hours taken entered). • Leave forms are sent to Payroll in a timely manner, one pay period in advance.
Task	Management and processing of expenses/claims/exception sheets.
Expected Result	<ul style="list-style-type: none"> • Generate SMO/MO exception sheets for all extra duties and additional payments for outplaced lists. • Exception sheet claims are checked against the roster.
Task	Weekly administration of Microster for SMOs/MOs/Registrars/House Officers/ Anaesthetic Technicians, and Admin
Expected Result	<ul style="list-style-type: none"> • Rosters are correctly entered as per each individual hours worked (leave entered, shifts correctly entered etc). • Roster is ready by due date for sign off by Charge Anaesthetic Technician/Service Manager. • Enter the weekly rosters, at least four weeks in advance and enter daily changes.

Task	Provide administrative support to the Department of Anaesthesia.
Expected Result	<ul style="list-style-type: none"> • Provide admin support to specific projects/courses as required.

HEALTH & SAFETY:

- Observe all Canterbury DHB safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

QUALITY:

Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

QUALIFICATIONS & EXPERIENCE:

Essential:

- Experience in running a roster/scheduling system or programme.
- Accurate spreadsheet and word processing skills/attention to detail.
- Excellent communication and organisation skills
- A genuine empathy and good temperament with staff at all levels
- An ability to prioritise workload and manage time well.
- Excellent problem solving skills

Desirable:

- Basic computer hardware knowledge
- An ability to develop and learn new skills as required
- Able to remain calm and resourceful under pressure
- Be able to identify personal training/up-skilling requirements

PERSONAL ATTRIBUTES:

- Self-motivated and the able to work independently
- Resourceful
- Outgoing personality

Key Behaviours

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.