**The West Coast 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.**

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| **Position Title:** | **Specialist Anaesthetist** | |
| **Reports to:** | **Operations Manager Hospital Services** | |
| **Key Relationships:** | Internal:   * Senior and Junior Medical Staff * Clinical Nurse Managers * Nursing, Midwifery and Allied Health professionals * Central Booking Unit and Outpatient Department Coordinators * General Practitioners and Primary Care Nurses, Rural Clinics * Clinical Engineering | External:   * Patients * Family/significant others/Whanau * PHO * Maori Health Providers * NGO’s Eg St John * Regional DHB’s |
| **Role Purpose:** | This Position Description outlines a Specialist Anaesthetist role, being responsible for comprehensive anaesthetic service of high standard, inclusive of pre and post-operative management and trauma services for the community of the West Coast, based at Grey Base Hospital/ IFHC.  **PRIMARY OBJECTIVES**  The Special Anaesthetist will take a leading role in maintaining and enhancing the existing services and is expected to take an initiative in developing new services.  The Specialist Anaesthetist will offer expertise and assistance in CCU (Critical Care Unit) to Physicians and Surgeons as requested at a Consultant level.  Plan, develop, and facilitate service provision for patients with a focus on service integration, quality care and clinical improvement, emphasising patient safety, equity of access, appropriateness and efficiency. | |
| **Complexity:** | The most challenging duties typically undertaken :   * Practicing at or above the level of a vocationally registered Specialist Anaesthetist. | |

**KEY ACCOUNTABILITIES:**

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| **The Anaesthetist is responsible for:** | **The Anaesthetist will be successful when:** |
| 1. **Health and Safety**   Maintaining a high quality, safe and secure work environment by following relevant West Coast DHB and divisional policies, protocols and standards. | * The Anaesthetist will be responsible for their own safety and will ensure that no action or inaction on their part will cause harm to any other person. * The Anaesthetist will abide by the Organisation’s Health and Safety Plan and will participate in plan development and Health and Safety Training as appropriate. The Anaesthetist will bring health and safety issues to the attention of the Service Manager in a timely fashion. |
| 1. **Quality**   Ensure a quality service is provided in your area of expertise by taking an active role in quality activities, identifying areas of improvement. | * Participate in annual performance review as per the Association of Salaried Medical Specialists collective agreement. * The Anaesthetist will be expected to partake in credentialing and audit processes and to assist in the development of these and other quality assurance processes and quality activities. * The Anaesthetist will be expected to contribute to the clinical governance and clinical leadership of the organisation. * The Specialist Anaesthetist may be required to provide supervision to non-vocationally registered Anaesthetists and other Anaesthetic staff from time to time. |
| 1. **Clinical Practice**   Providing quality health care | * Provides regular pre and post-operative anaesthetic assessment and care of patients at Grey Base Hospital during regular hours, and on a rostered basis outside of regular hours. * Being a member of the appropriate clinical team, providing safe, competent and respectful management of patient conditions according to clinical priority, both within and outside the hospital. * Responding immediately and appropriately to any life-threatening situation, summoning assistance as required. * Provide medical back up in times of unforeseen circumstances; i.e. collegial sickness, leave, CME. * When necessary, assist with the transfer of patients to CDHB or other hospital as required, ensuring that the appropriate handover information is provided. * Being part of the handover between the health care teams ensuring high quality continuity of care at the completion of a rostered duty. * Specialist Anaesthetists are required to act professionally and responsibly to deliver efficient, timely, and high quality care. Some service delivery will involve working at WCDHB sites other than Grey Base Hospital and may involve time with the Department of Anaesthesia at CDHB. * Clinical duties and activities include: * Undertake preoperative clinics, theatre lists, CCU care, and epidurals for obstetric patients * Provision of pre and post-operative assessment and care, and conduct visits where appropriate * Attending clinical emergency calls * Provide an acute pain management service as required/ able * Provide advice to colleagues on the pain management of patients * Instruct, teach and advise Junior Doctors in relation to anaesthesia * Supervise the activities of Anaesthetic Technicians and review and assess their learning/ education requirements * Anaesthetist will review and advise on the preparation of patients for acute transfer to other DHB’s * Undertaking patient consultations as required * Preparation of police, coroner, legal, ACC and similar reports * Responding to patient complaints/ enquiries around anaesthetic care * Maintaining comprehensive, clear, legible and accurate medical records with respect to anaesthesia |
| 1. **Non-Clinical Practice:** | * Non-clinical duties must include 2/3 of time spent on portfolio based work for the WCDHB. There is an expectation that this output will contribute to the department in a positive way. * On an annual basis and as required, the Anaesthetist will assist the Clinical Nurse Manager of Theatre and the Service Manager of Clinical Services with future planning and budgeting of the service. |
| 1. **Administration** | * Being familiar with the West Coast District Health Board’s Disaster Plan as it relates to the accident and emergency department. |
| 1. **Patient Communication** | * Ensure the effective communication with patients, families, whanau, significant others and caregivers in a sensitive manner. * Obtaining informed consent prior to treatment when appropriate. * Awareness of the role of the patient advocate, and of cultural concerns and patient rights as outlined in the Health and Disability Services Consumers’ Rights. * Informing patients, and when necessary their relatives or caregivers, of the proposed treatment and providing the opportunity for questions to be asked. |
| 1. **Management** | * Providing advice as requested by the General Manager Hospital Services or Chief Medical Officer. * Responding to requests for information by West Coast District Health Board management. * Reporting promptly to the General Manager Hospital Services any unusual incidents or occurrences, especially those which may give rise to complaints or legal action against the West Coast District Health Board. * Providing reports to any lawful agency or hospital department when appropriate and requested. * Making comprehensive and appropriate records of patients seen, and being responsible for ensuring that such records are available in accordance with normally acceptable procedures and hospital policy. * Attending and contributing to West Coast District Health Board Senior Medical Staffing meetings. * Developing and maintaining a close working relationship with other neighbouring District Health Boards, Accident & Emergency Department, Primary Practices and Rural Clinics. |
| 1. **Staff** | * Specialist Anaesthetist will share responsibility with their colleagues to ensure an efficient and effective quality anaesthetic service is provided. * Liaising with hospital medical staff, both at Grey Base Hospital and Christchurch Hospital as required providing high quality safe patient care. * Instructing, monitoring, advising and supervising the clinical work of Junior Doctors in relation to anaesthesia. |
| 1. **Continuing Professional Education and Research** | * The Specialist Anaesthetist will be responsible for keeping abreast of relevant literature, not only on clinical matters, but also on clinical governance topics such as auditing, performance appraisals and quality assurance and avail of opportunities to attend relevant conferences. * The Anaesthetist will respond positively to requests to provide education for members of the health care team. * A sound understanding of the legal framework surrounding medical practice in New Zealand is required. * With approval, the Anaesthetist will attend post-graduate medical meetings, report back to colleagues on conferences attended, and ensure that their area of clinical expertise/ knowledge is up to date. * Teaching (including preparation time) of any of the following if required/applicable in the designated work location: Anaesthetic Technicians, Medical Students, Resident Medical Officers, Nurses, Midwives and other Allied Health professionals. |
| 1. **General Considerations** | * The Specialist Anaesthetist will take an active role in health promotion and disease prevention. * The Anaesthetist shall be aware of the financial constraints that the West Coast DHB works under, and at no time will they authorise idiosyncratic spending. * All documentation relating to hospital and general matters should be dealt with promptly. * The Anaesthetist will participate in formulating policies that will direct the organisation’s activities in this area and advise other professionals accordingly, in order to reduce reliance on hospitalisation and improve the overall health of people on the West Coast. * This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time. |
| 1. **Workplace Responsibilities:** | * Actively participate in the on call roster, which is indicatively a 1:4 on call roster, but may vary from time to time. * Be readily contactable when on call and able to attend within an acceptable time frame (15 minutes). * Assess patients and initiate appropriate treatment within recognised national/ international best practice guidelines. |

**PERSON SPECIFIC:**

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| **Qualifications and Experience** *(indicate years of experience required and level of learnings)* | |
| **Qualifications Skills And Experience**   * New Zealand Registered Specialist Anaesthetist. * Medical indemnity insurance. * Competence in independent practice within Rural context. * Ideally, the following competencies: * Competence within an Emergency Department/ Rural Hospital/ General Practice setting * Competence in acute paediatric diagnostic and procedural skills, and emergency management of the surgically unwell child * Competence in acute adult medical diagnostic and emergency procedural skills and stabilisation of the unwell adult * Current CORE Advanced Certificate. * Experience in working in a small hospital is preferred but not essential. * Other skill sets will be accommodated within the operational constraints of the hospital and primary health care environment. * Able to work as a member of a highly functioning and effective team. | **Person Specification**   * Respect for, and an ability to co-operate with colleagues, have competence in teamwork and an understanding of the roles of other health professionals and healthcare teams. * The capacity to be a critical thinker, capable of weighing, evaluating and integrating new information into his or her understanding of issues. * An awareness of his or her professional limitations, and a willingness to seek help when these limitations are met. * A willingness to expand their skillset if above range of competencies not currently met. * Excellent communication skills. * The ability and willingness to facilitate the learning experience of individuals, groups and communities, both within and beyond the health sector. * A dedication to appropriate ethical behaviour, based on a well developed awareness of their moral values, knowledge and application of their principles of medical ethics. * A commitment to advocate for the health needs of individuals and communities. * A caring and empathetic attitude to others. * Respect for patients and a dedication to work with patients to optimise their health and wellbeing. |

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

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| *Signed on behalf of the West Coast District Health Board* |  | *I accept the terms and conditions as outlined in this Position Description* |
| ***Date:*** |  | ***Date:*** |
| ***Name:*** |  | ***Name:*** |
| ***Position:*** |  | ***Position:*** |
| **West Coast District Health Board** |  | **West Coast District Health Board** |
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