

## Job Description

### Provisional Fellow

### Department of Anaesthesia

<b>Position Title:</b>	Provisional Fellow in Anaesthesia
<b>Organisation Unit:</b>	Surgical and Support Services
<b>Location:</b>	Whangārei, Te Whatu Ora Te Tai Tokerau Possibility of session delivery at Kaitia Hospital
<b>Responsible to:</b>	General Manager Surgical and Support Services & Clinical Director Anaesthesia, Te Whatu Ora Te Tai Tokerau
<b>Primary Functions of the Position:</b>	<p>We are committed to growing the capacity and capability of the Māori workforce to a level that reflects the population of Northland, and as such Māori applicants are strongly encouraged to apply.</p> <ul style="list-style-type: none"> <li>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.</li> <li>To instruct, teach and advise resident medical staff in relation to anaesthesia, pre-op assessment, and post-op.</li> <li>To engaged with and lead quality improvement</li> </ul> <p>The clinical focus of this position is open to be shaped by the interests of the successful applicant, with the opportunity available to incorporate Kaupapa Māori research. We are also able to support special interests in medical education, perioperative medicine or regional anaesthesia.</p>

### Functional Relationships

The Provisional Fellow will develop and maintain excellent relationships with:

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

## 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
<b>Tāngata i te tuatahi</b> 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
<b>Whakaute (tuku mana)</b> Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
<b>Manaaki</b> 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
<b>Whakawhitiwhiti Kōrero</b> Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding aroha
<b>Te Hiranga</b> Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Provisional Fellow in Anaesthesia encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Providing clinical anaesthesia care
- Patient information and informed consent
- Teaching
- Quality improvement
- Continuing Medical Education
- Telehealth
- 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"> <li>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</li> <li>Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes</li> <li>Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner</li> <li>Attend the Te Whatu Ora Te Tai Tokerau Te Tiriti o Waitangi Training</li> </ul>
Providing clinical anaesthesia care	<ul style="list-style-type: none"> <li>The Provisional Fellow in Anaesthesia will share responsibility with their colleagues to ensure an efficient and effective quality anaesthetic and critical care services are provided.</li> <li>The Provisional Fellow in Anaesthesia will perform anaesthetic duties which lie within their training and ability and will manage patients according to contemporary convention and college guidelines.</li> <li>Duties performed will be realistically possible within agreed contracted hours. Routine Hours are 8 am to 6pm Monday to Friday. After-hours work will be rostered on a 1:9 basis, covering evenings until 23:00 and weekend daytime shifts 8:00 – 20:30. These shifts will be supervising an introductory trainee with a Specialist Anaesthetist non-resident on-call.</li> <li>Clinical Duties of the Specialist Anaesthetist may include: Provision of anaesthesia for elective surgery sessions. Provision of anaesthesia for acute (non-booked) surgery. Scheduled anaesthetic duties in other locations, i.e.: Radiology and Delivery Suite. Pre-operative assessment clinics. Acute Pain Service duties.</li> </ul>
Patient information and informed consent	<ul style="list-style-type: none"> <li>Patients will be given a clear explanation of all procedures and treatments where possible.</li> <li>Informed consent will be obtained from all patients in accordance with Te Whatu Ora Te Tai Tokerau policy.</li> </ul>
Teaching	<ul style="list-style-type: none"> <li>The Provisional Fellow in Anaesthesia will participate in the teaching of Resident Medical Officers, Technicians, nursing, students and other staff.</li> </ul>

Key Responsibility Area	Expected Outcomes
Quality improvement	<ul style="list-style-type: none"> <li>The Provisional Fellow in Anaesthesia will maintain the high standards of patient care as set out by the College of Anaesthetists.</li> <li>The Provisional Fellow in Anaesthesia 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.</li> <li>The Provisional Fellow in Anaesthesia shall ensure that the current Departmental audit requirements are fulfilled.</li> <li>The Provisional Fellow in Anaesthesia will undertake an audit project with a view to improving the service delivered by the department of anaesthesia. Kaupapa Māori research would be encouraged and supported.</li> </ul>
Continuing Medical Education	<ul style="list-style-type: none"> <li>The Provisional Fellow in Anaesthesia will keep up to date with trends and developments and utilisation of technology in anaesthesia on an on-going basis. This will be done through regular discussion with colleagues, reading literature and participating in conferences and meetings.</li> <li>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</li> <li>The Provisional Fellow in Anaesthesia will maintain the high standards of patient care as set out by the College of Anaesthetists.</li> <li>The Provisional Fellow in Anaesthesia 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.</li> <li>The Provisional Fellow in Anaesthesia shall ensure that the current Departmental audit requirements are fulfilled.</li> </ul>
Telehealth	<ul style="list-style-type: none"> <li>It is the expectation of this organisation that employees are aware of the benefits of Digital Health (including Telehealth) and how it supports healthcare delivery and reduces inequity including for our Māori and rural people. Employees will openly adopt and practice digital health delivery as part of the role either within existing services or future planned services.</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management</li> <li>Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> <li>Practicing and observing safe work methods;</li> <li>The use of safety equipment;</li> <li>Reporting unsafe conditions or equipment; and</li> <li>Reporting and documenting all accidents or incidents</li> </ul> </li> </ul>

Key Responsibility Area	Expected Outcomes
Privacy and Confidentiality	<ul style="list-style-type: none"> <li>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</li> <li>Complete mandatory induction training on Privacy responsibilities</li> </ul>

### 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"> <li>Qualified Medical Practitioner</li> <li>Completed requirements for ANZCA Advanced training and be eligible for Provisional Fellowship – or equivalent</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

#### Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>Either in final year of anaesthesia training through ANZCA or completed specialist training with ANZCA or an equivalent training body.</li> </ul>	<ul style="list-style-type: none"> <li>Previous teaching experience</li> </ul>

## Awareness and Understanding of

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

## Skills & Personal Attributes

Skills
<ul style="list-style-type: none"> <li>• Understanding of Te Tiriti o Waitangi and Tikanga Māori.</li> <li>• Knowledge of Te Reo Māori</li> <li>• Computer skills – proficient in Excel and Word</li> <li>• Excellent communication skills</li> <li>• Demonstrated accurate documentation skills</li> <li>• Ability to work under pressure</li> <li>• Confidentiality</li> <li>• Organisational skills</li> <li>• Demonstrated commitment to on-going education</li> <li>• Initiative</li> <li>• Knowledge of Patient Management System</li> <li>• Excellent clinical skills</li> <li>• Forward planning and time management</li> <li>• Anticipate and prevent clinical problems</li> <li>• Efficacy and efficiency in clinical procedures</li> </ul>

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

## 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: .....