

Position Description

Position	Anaesthetist		
Responsible To	Operational – Service Manager, Surgical Services	Location	Rotorua and Taupō
Direct Reports	Professional – Head of Department, Anaesthetics, Intensive Care and Pain Medicine	Financial Delegation	Nil
Relationships (internal)	Chief Medical Officer Clinical Director, Surgical and Elective Services PA Service Manager Anaesthetic Secretary Anaesthetic Technicians All Multidisciplinary Team Members - Theatre and Perioperative Clinic Clinical Nurse Director, Surgical Clinical Nurse Managers SMOs and RMOs Maori Health Client Services Nurse Specialists Clinical Transcriptionists	Relationships (external)	General Practitioners External Providers Waikato Specialist Services
SECTION ONE Employment Status	1.0 FTE, Permanent 40 Hours Per Week	Date	February 2024

Financial Delegations Nil

Weekly Timetable

6 x Theatre/ICU/Pain = 21.00 hrs
Associated Clinical Time = 7.00 hrs
Non-clinical sessions = 12.00 hrs
Total = 40 hrs

1. Primary Purpose(s) of the Position

1. The Specialist is required to undertake their clinical responsibilities and to conduct themselves in ALL matters relating to their employment in accordance with best practice and relevant ethical and professional standards and guidelines, as determined by:
 - The New Zealand Medical Association's code of ethics;
 - The practitioner's relevant medical college(s) and/or professional associations(s)
 - The New Zealand Medical Council
 - The Health and Disability Commissioner; and
 - Lakes District Health Board's policies and procedures, except to the extent that they may be inconsistent with any other provision of this Agreement.
2. To provide safe Anaesthetic services to people in the Lakes District Health Board's catchment area including Taupo/Turangi.
3. To undertake peri-operative clinics, theatre lists, ICU and on call duties for theatre and the Intensive Care Unit, as per service requirements.
4. To provide advice as required on anaesthetic matters and standards of practice.
5. To provide professional, clinical leadership and supervision to junior medical and Anaesthetic staff and Anaesthetic Technicians

Call Backs are managed on a rostered basis and are in addition to the above hours. Payments for call backs are made as per the agreed Anaesthetist' Sessional Contract (revised in June 2020).

Session Timetable Description

A session is 3.5 hours in duration. Sessions will be provided as required by the service which will include theatre, ICU, pain round, Pre-assessment clinic and MRI. Each full time specialist Anaesthetist will be allocated 6 clinical sessions per week. Evening theatre sessions (5-11pm Mon to Fri) will equate to two clinical sessions.

A further 7 hours is allocated for time required for list preparation, recovery & post-operative visits as well as clinically related administrative tasks.

Each full time specialist is allocated 3 non-clinical sessions which covers the duties undertaken as described in Section 4. 2/3 of this time is to be spent in the hospital.

Overall for a full time specialist the hours of normal duty equate to 40 hours per week which is equivalent to 1.00 FTE as described in the ASMS collective agreement.

Leave entitlement will be 6 weeks' annual leave and 2 weeks Continuing Medical Education (CME) leave, allocated pro-rata to FTE.

Additional Clinical Sessions

Payments for clinical sessions performed in addition to the contracted weekly timetable will be made as per the agreed Anaesthetists sessional contract (revised in June 2020)

On Call Duties

First On Call

The employee will participate with his/her colleagues in a roster for acute call duty during regular and after hours. So long as the roster is no less than 1:6, the employee will agree with his/her colleagues to provide full cover for all regular hours and after hours' acute sessions, as below;

- Ensure that the roster provides emergency cover for 24 hours
- Out of hours cover for in Patients and ED Medical and Surgical emergencies
- Cover for Intensive Care Unit – review, ongoing care and admissions of ICU patients
- Provide telephone advice and review as necessary of patients referred to Intensive care

When on call during the week Mon-Thurs the hours are 1700 – 0800 (15 hours)

On call cover at the weekend is split and incorporates

- Friday 1700 to Sat 0800 and the same person sun 0800-1700 (Anaesthetist 1)
- Saturday 0800 to 1700 and then Sunday 1700 to Mon 0800 (Anaesthetist 2)
- Saturday 1700 to Sun 0800 (Anaesthetist 3)
- Sat and Sun 0900-1300(Anaesthetist 4)

Point to Note

When a specialist is not on duty and is called to the hospital to attend an emergency they shall be paid 2 sessions or granted a lieu day.

Variation to Position Descriptions

Position descriptions shall be varied from time to time to record any mutually agreed changes to rosters and staffing levels

Key Objectives	Expected Outcomes
Clinical areas of Anaesthetic Involvement	<ul style="list-style-type: none">• Review post op patients on surgical.• Review and assess medical and surgical patients with ongoing care/review of chronic pain.• Instigate treatments/procedures for acute pain, e.g., nerve blocks or epidurals.

Key Objectives

Delivery of quality evidence based medical care within service contracts and budget.

Expected Outcomes

- Review and assess patients for ECT.
- Provide anaesthesia for ECT.
- Elective theatre lists for the following surgical specialties: ENT, General Surgery, Vascular Surgery, Gynaecology and Obstetrics, Dental Surgery, Trauma and Orthopaedics.
- Emergency surgery for all of the above and acute surgery for ophthalmology and urology.
- Provision of safe anaesthesia for patients undergoing Cardioversion.
- Provision of safe, appropriate IV access services from inpatient and outpatient referrals as deemed appropriate by the department.
- Provision of safe obstetric anaesthetic intervention including epidural and alternative analgesic options.
- Ward rounds and ongoing patient care.
- ICU admissions.
- Hospital and ED emergencies.
- Invasive procedure as necessary.
- Assessment and provision of safe sedation for endoscopy.
- Assessment and provision of safe anaesthesia for Elective and Emergency CT, MRI, and interventional radiology patients.
- Travel to and from Taupo Hospital for elective theatre lists for the following surgical specialties: General surgery, Dental Surgery, and Pre-Assessment Clinic.
- One morning session break following an on call duty which is counted as part of weekly clinical sessions.

Quality Assurance and quality improvement

- To provide advice to the service manager/clinical director on Standards of Practice.
- As required by the Service Manager of Surgical Services the Anaesthetist will participate in the formulation and implementation of a Quality Assurance Programme which included the establishment and review, within an agreed time frame, of protocols and procedures for Surgical Services.
- Participate to ensure that Surgical Services are prepared for accreditation when such accreditation is due.
- Demonstrate commitment to the employer's philosophy of Continuous Improvement and will participate actively in service and individual credentialing systems as these evolve within Lakes.
- In order to maintain high standards of practice, the Anaesthetist will participate regularly with colleagues within and outside the service in a process of peer review and continuing medical education.
- Participate in a monthly departmental audit.
- Works towards implementing a proactive continuous quality improvement culture which reflects current trends, Quality Health New Zealand (QHNZ) certification and accreditation requirements and the Lakes Quality framework.
- Participates in and actively promotes Continuous Quality Improvement within the role.
- Documents quality improvement activities.

Key Objectives**Expected Outcomes**

	<ul style="list-style-type: none"> Ensures any opportunities for continuous improvement activities are reported as they arise.
Training and Education	<ul style="list-style-type: none"> Individuals may be requested to supervise and be involved with the training of : ICU House surgeons, Registrars, Trainee interns, Anaesthetic technicians, Nurses or midwives, Paramedical staff, Medical Students
Leadership	<ul style="list-style-type: none"> Demonstrates consistent leadership to junior medical staff that inspires and enables the aspirations of the senior medical workforce and Lakes, to succeed and to build a culture of success.
Own Professional Development and Research Assumes responsibility for own professional development	<ul style="list-style-type: none"> In addition to his/her role in the continuing medical education of colleagues, the SMO will keep up to date with relevant literature in respect of clinical matters, medical management topics, including quality assurance and medical audit. As appropriate, and as approved by the Clinical Director, the SMO will attend Conferences on relevant topics both in New Zealand and overseas, and will attend local post-graduate medical meetings; in respect of such meetings and Conferences, the SMO will report to his colleagues and thereby share – with them the information and knowledge obtained. The SMO will develop with appropriate management support to the best of their ability computer literacy to enable the SMO to best utilise modern technology.
Utilisation of Telehealth Provision of patient centric care which will give patients the option of telephone or video appointments where there is no need for an in-person appointment.	<ul style="list-style-type: none"> Service provision is in line with the New Zealand Health Strategy and the NZ Medical Council guidelines to provide care “closer to home”. Advise patients in the use of tele monitoring devices (where appropriate) and provide follow-up care to prevent unnecessary hospital admissions.

Key Objectives**Description****Expected Outcomes****Communication and Personal Interaction****Te Ringa Hora**

Communicates relevant information in a timely manner to those who need to know at a level that is understood.

- Transfers information effectively, verbally and writes clearly, coherently and succinctly.
- Builds team spirit, facilitates resolution of conflict within the team, promotes/protects team reputation, shows commitment to contributing to the team’s success.
- Maintains and promotes high standards of social, ethical and organisational norm.

Key Objectives

Description

Expected Outcomes

the open hand (denoting someone who is sociable)

Fosters a team environment and encourages collaboration between team and departments within the DHB.

Connects with people to build trust and confidence.

- Articulates differing perspectives on a problem and can see the merit of alternative points of view.
- Works with other managers and teams to streamline processes for the best efficiency for both teams.
- Provides staff who have concerns about another team process a different point of view to consider.
- Connects with others, listens, reads people and situations and communicates tactfully.
- Gets to know their team members and treats them with respect, valuing their individuality and contributions.

Strategy & Performance

Te Ringa Raupā

Te Ringa Raupā



the roughened hand (symbolising a hard worker)

Delegates appropriately within team utilising individual skills to achieve results.

Understands the unit requirements and the implications of the units achievements on the overall service delivery.

- Understands individual's strengths and weaknesses to utilise or increase skills for those individuals.
- Assigns and sub delegates staff to teams to allow for development and succession planning.
- Ensures decision making complies with organisational strategies
- Recognises decisions made within the unit affect overall results of the service and the District.
- Works with the Service Manager to maximise efficiency.

Key Objectives

Description

Expected Outcomes

Development and Change Te Ringa Ahuahu



the hand that shapes or fashions something (refers to someone who is innovative)

Works to include staff in change minimising barriers to implementation.

- Questions traditional way of doing things when choosing course of action or finds new combinations of old elements to form an innovative solution.
- Continuously strives for new work processes that will result in greater effectiveness and efficiencies.
- Openly broaches concern with staff from the outset asking for their ideas and input.
- Seeks opportunity to improve performance and seeks feedback to measure and improve.
- Encourages staff participation in possible solution process
- Allows staff input to possible solutions to concern.
- Gives careful consideration to staff ideas and offers alterations to suggestions where necessary.

Articulates decisions and reasoning behind change to enable buy-in to results.

- Develops an informative response to the team including trends, data, process, and benefits of the decided process change.
- Allows feedback to the decision to enable “tinkering” to be made where appropriate.

Personal Accountability Te Ringa Tōmau

Makes decisions based on facts and without personal bias.

- Is proactive and effective when problem solving is required.
- Engages with staff member/mangers/multidisciplinary team when concerns are raised to best understand their point of view.
- Appropriately investigates the concern looking trends, situation, practices.
- Critically examines repeatable risk factors.

Key Objectives

Description

Expected Outcomes



the hand that is trustworthy

Engages with mentors and supervisors for personal skill development.

Plans, prioritises and organises work to deliver on short and long term.

- Is constantly striving to acquire and maintain knowledge, skills and or experience.
- Demonstrates a commitment to and takes responsibility for ongoing professional development.
- Develops an informative response to those who have raised the concern.
- Purposeful about where time is invested.
- Delivers relevant results within expected timeframes.

Culture and Values

Te Ringa Taurima



the hand that nurtures, encourages, supports

Encourages and promotes DHB values and expectations.

- Role models expected behaviours and practices.
- Treats staff, patients, visitors with dignity and respect.
- Uses appropriate empathy to gain organisational objectives.
- Is solution focussed.

Compulsory Requirements

Expected Outcomes

Māori Health

Māori philosophies and values of health are demonstrated in work practice.

- Meaningful relationships are established with Te Aka Matua (Rotorua and Taupo Hospitals) and Lakes Maori Health division in the planning and delivery of services.
- Practices are consistent with Te Tiriti o Waitangi /The Treaty of Waitangi when working with Māori.
- Delivery of safe services for Māori are facilitated by ensuring they can access treatment options and are involved in the planning and delivery of their care.
- Māori are enabled to access and participate in cultural activities provided by the Lakes.
- A commitment to improving the wellbeing of Māori by increasing cultural knowledge in the Lakes is shown.

Te Iti Kahurangi

The Lakes Way, Our Place Our Culture.

- Works within the Te Iti Kahurangi framework and supporting guide document.

Compulsory Requirements

Expected Outcomes

Record Keeping

- Complies with the Lakes Corporate Records Management policy to create and maintain full and accurate records.
- Client records will be comprehensive, accurate, timely, and legible.
- Quality assurance requirements for client records will be maintained and monitored.
- Contributions to staff records will be completed as required.

Quality & Risk

Patient safety is paramount to the service we deliver at Lakes. This is to be achieved in a clinical governance framework that is culturally responsive and identifies and manages risk and opportunities to improve.

- Employees are supported to lead by example and implement a culture of continuous quality improvement.
- Risks that may prevent Lakes from achieving their goals are identified, reported, and managed.
- Māori patients are provided patient-centred care to achieve positive Māori health outcomes.
- Needs of Māori are reviewed and reported in the further development of practice, process and or policy.
- Evidence-based methodologies are used to support improvements, e.g. kaupapa Māori methodology.
- Quality care is provided to certification standards.

Health & Safety

Each individual is responsible for ensuring the safety of themselves, their colleagues, patients and their visitors and to comply with all organisational health and safety policies, procedures and guidelines.

- Implementation and reinforcement of a proactive healthy work place culture which reflects relevant Lakes policy and legislative requirements.
- Healthy lifestyles are actively promoted and participated in, within the work area.
- Employees participate in Health and Safety within areas of work.
- Health and Safety activities are appropriately documented within specified timeframes.
- Health and Safety policies have been read and understood and are applied in the workplace.
- Health and Safety policies are appropriately documented within specified timeframes and incidents are reported immediately.
- Any opportunities for improving Health and Safety are reported and acted upon in a timely manner.
- All near misses/incident/accidents are reported to the appropriate line manager within 24 hours.

Signatures

Line Manager:

Position Description Approved: _____

Employee:

Acceptance of Position Description: _____

(Please also initial all other pages to show acceptance of position description.)

Person Specification	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Basic medical qualifications recognised by Medical Council of New Zealand • Post-graduate qualifications and experience eligible for Emergency Medical Officer. • Hold General Registration with the MCNZ • Current Practising Certificate. • Member of Medical Defence Organisation, e.g. Medical Protection Society or Medical Defence Unit. • Hold current ACLS certificate • Hold current Paediatric Life Support • Hold current Neonatal Life Support 	
Experience	<ul style="list-style-type: none"> • Recent clinical experience in Anaesthesia and ICU. 	
Knowledge	<ul style="list-style-type: none"> • Te Tiriti o Waitangi in the provision of health care services and support to Māori. • Te Tiriti o Waitangi in practice, process, policy development and decision making. • Te Whatu Ora Lakes is a Reorua organisation knowledge and understanding of Te Reo/ Correct pronunciation. 	○
Skills	<ul style="list-style-type: none"> • Pronunciation of Te Reo Māori words and names. • Excellent communication and interpersonal skills • Possess management skills and functions as a professional leader • Ability to function as a multidisciplinary team member. 	○ Te Reo Māori.
Personal Attributes	<ul style="list-style-type: none"> • Demonstrates cultural awareness • Commitment to own professional development 	○ Non-smoker preferred.

Person Specification

Essential

Desirable

- Demonstrates active consumer participation in care planning and consumer focus in service development.



2. About Health NZ Lakes

At Lakes we place the highest value on the health and wellbeing of everyone in our community. As such all healthcare workers are expected to play a part in the creation and promotion of an environment which lives the following vision, mission and values:

Vision

Healthy Communities – Mauriora! In this vision Mauriora refers to the Mauri - being the life essence and the source of well-being, and ora - describing the state of wellness.

Strategic Mission

- Achieve equity in Māori health.
- Build an integrated health system.
- Strengthen people, whanau and community wellbeing.

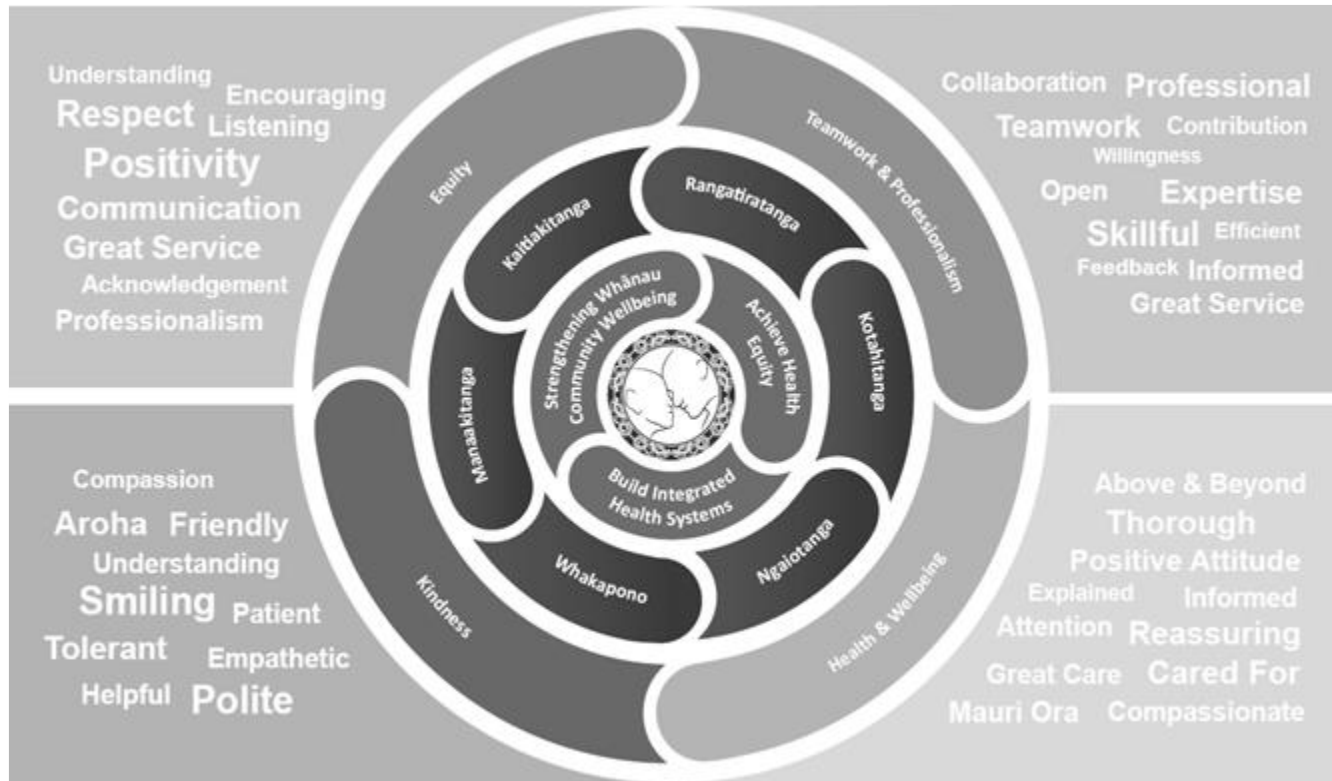
Three Core Values

Manaakitanga Respect and acknowledgment of each other's intrinsic value and contribution.

Integrity Truthfully and consistently acting collectively for the common good.

Accountability Collective and individual ownership for clinical and financial outcomes and sustainability.

3. Te Iti Kahurangi – The Lakes Way, Our Place, Our Culture – We Will



4. Te Tiriti O Waitangi

Our expression of Te Tiriti o Waitangi

The text of Te Tiriti, including the preamble and the three articles, along with the Ritenga Māori declaration, are the enduring foundation of our approach to achieving health and independence. Based on these foundations, we will strive to achieve the following four goals, each expressed in terms of mana.

Mana Whakahaere

Effective and appropriate kaitiakitanga and stewardship over the health and disability system. Mana whakahaere is the exercise of control in accordance with tikanga, kaupapa and kawa Māori. This goes beyond the management of assets and resources and towards enabling Māori aspirations for health and independence.

Mana Motuhake

Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives and to live on Māori terms and according to Māori philosophies, values and practices, including tikanga Māori.

Mana Tangata

Achieving equity in health and disability outcomes for Māori, enhancing the mana of people across their life course and contributing to the overall health and wellbeing of Māori.

Mana Māori

Enabling Ritenga Māori (Māori customary rituals), which are framed by te ao Māori (the Māori world), enacted through tikanga Māori (Māori philosophy and customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

Lakes is committed within the framework of the New Zealand Public Health and Disability Act (2000) to supporting the Crown's commitment to upholding its Tiriti promises.

5. Organisation Structure

