

# Austin Health

## Position Description



**Position Title: Critical Care HMO3 (Anaesthesia and Intensive Care Unit Stream)**

Classification:	Critical Care HMO3 (Anaesthesia and Intensive Care Unit Stream)
Business Unit/ Department:	Anaesthesia and Intensive Care Unit
Agreement:	Victorian Public Health Sector (AMA Victoria) - Doctors in Training Agreement 2018-2021
Employment Type:	Fixed-Term Full-Time
Hours per week:	38 hours
Reports to:	Relevant Supervisor of Training for Anaesthesia/Emergency Department/Intensive Care Unit
Direct Reports:	
Financial management:	Budget:
Date:	

### Position Purpose

#### *Anaesthesia:*

To provide anaesthesia services under the direct supervision of Specialist Anaesthetists or accredited Anaesthesia Registrars, as arranged by the Director or delegated Anaesthetist responsible for rosters. To provide after-hours cover for patients in the Recovery High Dependency Unit, under the direct supervision of Specialist Intensivists or Intensive Care Registrars.

#### *Bendigo Intensive Care:*

To provide Intensive Care Services under appropriate supervision of Specialist Intensivists as arranged by the Director of Intensive Care Bendigo Hospital or the delegated person responsible for rosters.

#### *Austin Intensive Care:*

To provide Intensive Care Services under appropriate supervision of Specialist Intensivists as arranged by the Director of Intensive Care Austin Hospital or the delegated person responsible for rosters.

#### *Emergency Department:*

To provide Accident & Emergency Services under appropriate supervision of Specialist Accident & Emergency Physicians as arranged by the Director of Accident & Emergency or the delegated person responsible for rosters.

### About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital and Royal Talbot Rehabilitation Centre, Austin Health is a major teaching and research centre with numerous university and research institute affiliations.

Austin Health employs in excess of 8,000 staff across its three sites; including over 1,000 Doctors and 3,000 nurses, and delivers a full range of leading edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged care and rehabilitation beds. The current annual operating budget is \$800 million.

Austin Health delivers vital state-wide services to Victorians, including diverse multicultural and veteran communities. It provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health's vision is to change healthcare for the better through world class research, education and exceptional patient care. As part of bringing our vision to life, the organisation has recently undertaken an

extensive brand refresh and reviewed our organisational model to ensure we are best positioned to deliver contemporary, innovative and patient focussed care.

Austin Health is an equal opportunity employer and is committed to attracting and retaining a diverse workforce that reflects the community we serve. Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability.

Find out more at <http://www.austin.org.au/>

## Local Work Environment

Austin Health has three campuses, the Austin Campus, the Repatriation Campus and the Royal Talbot Rehabilitation Centre. Anaesthesia services are provided by the Department of Anaesthesia for both the Austin site and The Surgery Centre (TSC) on the Repatriation Campus.

The Department of Anaesthesia is located on Level 2 of the Austin Tower. The Department comprises 36 full-time Staff Anaesthetists, 71 Visiting Anaesthetists, 23 Anaesthesia Registrars/Fellows, 6 Critical Care HMOs, 3 Research Nurses, 3 Pain Nurses, 3 Anaesthesia Resource Nurses, and 5 Administrative Staff.

The Austin operating theatre complex is situated on Level 2 of the Harold Stokes building and consists of 11 theatres, 2 endoscopy suites and 2 procedure rooms. Anaesthesia is also undertaken in Radiology and in the Cardiology Cath Lab. 17,500 procedures were performed last year at the Austin.

The Surgery Centre opened in July 2008 on the Repatriation Campus. It is an autonomous elective surgery centre but is incorporated into Austin Health. It consists of 8 theatres and 2 endoscopy rooms, and has a separate Head of Clinical Operations. There were 9,328 procedures carried out there under GA last year. Administrative services are provided by the Department of Anaesthesia at the Austin Campus.

Most surgical specialities, with the exception of obstetrics and complex paediatric surgery, are undertaken at the Austin and are covered by the Department. Surgical specialities include thoracics, cardiac, neurosurgery, hepatobiliary, upper GI, colorectal, general, orthopaedic, ENT, plastics, maxillofacial, ophthalmology, urology, gynaecology and vascular. The Austin is a state wide referral centre for liver transplantation and spinal injuries.

The Austin also has a Pain Service encompassing acute and chronic pain.

## Position Accountabilities

### Role Specific

To be available to undertake duties at all campuses of Austin Health, including Austin Hospital, Heidelberg Repatriation Hospital, and Royal Talbot Hospital.

To be available to undertake rotational appointments in Intensive Care at Bendigo Hospital, and ICU, Anaesthesia and Emergency Departments at Austin Hospital as part of the Critical Care HMO3 position.

To assist with the provision of anaesthesia services within and outside the operating suite, before, during and after procedural lists.

To carry out preoperative assessments for patients scheduled for elective surgery and to discuss these assessments directly with the supervising anaesthetist.

To carry out preoperative assessments for patients scheduled for emergent surgery including those booked through the Emergency Theatre Booking System (ETBS), to discuss these assessments directly with the supervising anaesthetist and for those patients assessed overnight to advise the on-duty anaesthetist about these assessments at 0800.

To undertake directly supervised clinical anaesthesia in the range of specialties including general, colorectal, plastics, ENT, gynaecology, urology, orthopaedic, ophthalmic, vascular, renal access and if rostered other surgery according to agreed roster allocations.

To assist in postoperative care including acute pain management according to agreed rosters.

To take part in the after-hours Critical Care HMO service according to agreed weekly, monthly and annual rosters.

To manage resuscitation efforts including Basic Life Support and Advanced Cardiac Life Support at emergency calls for Cardiac Arrest and resuscitation.

To manage patient transfers to the Austin Campus as required.

To manage patients in the Recovery High Dependency Unit after hours, under the direct supervision of the ICU Consultant on call overnight, reporting through the ICU Fellow or Registrar on call or on duty overnight.

To provide Intensive Care services under appropriate levels of supervision whilst on rotation to the Bendigo Hospital Department of Intensive Care.

To read and become familiar with the contents of the Clinical Practice Guidelines and Anaesthesia Administration Handbook for the Department of Anaesthesia.

To read and become familiar with the contents of the ICU Orientation handbooks and become familiar with the ICU Clinical Information System to document care in the RHD.

To attend the introductory programme of the Department, including any examination set by the Department at the end of this programme.

To attend and contribute to Departmental clinical meetings, grand rounds and journal review.

To contribute to Department audit by completion of satisfactory anaesthesia records as well as attendance and contribution to audit meetings.

To strive to maintain satisfactory clinical and academic performance and to participate in regular (end-of-rotation or 6-monthly) performance review.

From time to time and with the agreement of the Director of Anaesthesia other duties may be undertaken in the hospital as required.

#### **Generic**

- Abide by Austin Health corporate policies and practices as varied from time to time.
- Participate in Austin Health performance appraisal program as required.
- Undertake not to reveal to any person or entity any confidential information relating to patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer.
- Actively participate in the ongoing identification, assessment, treatment and prevention of risks.
- Participate in the emergency incident response activities, as defined within the Emergency Response Manual, as and when required, at the direction management.

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#### **All Employees**

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Participate in Austin Health's annual Performance Review and Development (PRD) program as required.
- Engage in processes to monitor service delivery and participate in improvement activities.
- Undertake not to reveal to any person or entity any confidential information relating to patients, employees, policies, and processes and do not make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks.
- Participate in the emergency incident response activities as directed.

## Key Selection Criteria

### Essential for Performance in the Position

- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence.
- Hold MBBS or equivalent qualification.
- Completed 24 months full-time (or equivalent) employment as Hospital Medical Officer (or equivalent) since graduation.
- Full Registration with the Australian Health Practitioners Regulation Agency (AHPRA).
- To be eligible for the anaesthesia stream, candidates should not have undertaken a previous term in anaesthesia of 3 months or greater duration at HMO3 level or above.

### Desirable but not essential for Performance in the Position

- A sound understanding of information technology including clinical systems, applications relevant to the Management of rostering and risk management reporting or as required for the role and/or department.
- Evidence of participation in research, audit, clinical governance and/or teaching.
- Evidence of Continuing Professional Development eg attending appropriate meetings and courses
- Evidence of contributions to the broader community

## Other Relevant Information *(Other information to be made known to persons interested in appointment to this position)*

### Pre-Existing Injury

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

### Immunisation

Maintain appropriate levels of immunisation in accordance with Austin Health's Workforce Immunisation/Screening Policies, in the interests of yourself, all Austin Health staff, patients and visitors.

## Austin Health Values

The Austin Health values play a critical role in shaping how we operate as an organisation. They influence our performance, planning, recruitment, training and development, along with our relationships with colleagues, patients and their relatives and friends. The Austin Health values set the standard that we expect all staff to live up to in the way they undertake their role and responsibilities across the organisation, our values:

**Our actions show we care:** We are inclusive and considerate. We appreciate one another, always listening and interacting with compassion

**We bring our best:** Our culture of collaboration means we work openly with our people, our community and beyond to achieve great outcomes

**Together we achieve:** We are guided by the needs of our patients, bringing commitment, integrity and energy to everything we do. We are passionate about delivering excellence

**We shape the future:** Through research, education and learning we innovate, exploring new opportunities that will change healthcare for the better

## Austin Health is a Bully Free and Smoke Free Employer

Austin Health is committed to providing employees with a healthy, smoke free work environment where bullying and harassment does not occur. Consistent with this and Austin Health's corporate values of integrity, accountability, respect and excellence, Austin Health will not tolerate employees:

- Behaving in a bullying or harassing manner in the workplace; or
- Smoking on Austin Health premises or in Austin Health vehicles.

## Document Review Details

<b>Manager Signature</b>	
<b>Employee Signature</b>	
<b>Date</b>	