

## Information for Anaesthesia Registrar Positions in 2021

<b>Name of Unit / Specialty:</b>	Anaesthesia
<b>Head of Unit:</b>	A/Prof Laurence Weinberg
<b>CSU / Department:</b>	Anaesthesia
<b>Contact persons:</b>	Dr Shiva Malekzadeh and Dr David Long, Supervisors of Training
<b>Contact email address:</b>	<a href="mailto:Aniko.zsakai@austin.org.au">Aniko.zsakai@austin.org.au</a>

### Summary of Position/Unit

The North West Training Programme incorporates Austin Health, the Northern Hospital (Epping), Ballarat Hospital, Mercy Hospital for Women, Peter MacCallum, Western Health, Royal Melbourne Hospital, Royal Children's Hospital, Werribee Mercy Hospital and Royal Women's Hospital. The programme involves direct supervision for clinical anaesthesia training and has a comprehensive tutorial programme directed at both Part I and Part II anaesthesia fellowship examinations. The Department at Austin is accredited for basic and advanced training and is able to offer all modules excluding obstetrics and paediatrics. The Department at Austin also employs 6 HMO3s who spend time in Anaesthesia, Emergency Medicine and Bendigo Intensive Care.

Austin Health has approximately 980 acute beds and is a regional referral unit for liver transplantation, spinal cord injuries and epilepsy surgery. There is a comprehensive range of surgical specialties with thoracic, cardiac, neurosurgery, vascular, ENT, orthopaedics, urology, gynaecology, plastics, and ophthalmology. The Department of Anaesthesia is also involved in acute and chronic pain management. Regular outpatient pre-admission clinics are held which registrars have the opportunity to attend.

The Department of Anaesthesia at Austin Health has 36 full-time staff anaesthetists, 71 visiting anaesthetists, 23 Anaesthesia Registrars/Fellows, 6 Critical Care HMOs, 4 Research Nurses, 3 Pain Nurses, 3 Anaesthesia Resource Nurses, and 5 Administrative Staff. There is a separate Department of Intensive Care.

Participation in research is encouraged. An active research program exists within the Department with a Head of Research and 4 research nurses. Support to attend conferences is provided in terms of study leave as per current entitlements in the existing registrar award.

Position descriptions and Unit handbooks are available.

### Pre-requisites/Preferences for Candidates

Prospective First Year Anaesthesia trainees will have as a general rule completed 3 years post-graduate (i.e. intern, HMO2 and HMO3). It is strongly preferred for the candidates to have a minimum of 3 months previous anaesthesia experience.

### Interviews

Applicants will be shortlisted for interview. Interviews will take place on **Tuesday, 8 September 2020 at ANZCA House**. Applicants shortlisted to be interviewed for more than one program will need to complete an online preference form. Information regarding this will be available on the application form at the time of interview.

## Application Stages

See below for details

- ❑ Download this information pack.
- ❑ Complete application form online at [www.formdesk.com/vats/ibapplication](http://www.formdesk.com/vats/ibapplication)
- ❑ Ensure references reach the College of Anaesthetists by 6pm on Friday, 17 July 2020.

## Application Forms

- ❑ Can only be completed online at [www.formdesk.com/vats/ibapplication](http://www.formdesk.com/vats/ibapplication)
- Please follow the instructions and complete all stages.

## References

- ❑ Refer to [www.formdesk.com/vats/ibapplication](http://www.formdesk.com/vats/ibapplication)

## Further information:

<http://www.anzca.edu.au/about-anzca/council,-committees-and-representatives/committees/vic-regional-committee/vic-training>

## CVs

Your CV should include as **minimum**:

- **Passport-sized photo** on the front page of your CV – photocopy or black and white digital photo acceptable.
- **University for medical degree and date of graduation.**
- **Full chronological working history since graduation**, including gaps in employment.
- **List of referees:** please ensure your referees provide your references by the closing date for applications.
- **Your referees must relate to work completed since July 2019** – to include dates worked, date of reference, and contact details of referee. Pro forma is strongly preferred, but written are acceptable.
- **Evidence of academic achievements:** examples include: academic transcript from university, publications in peer reviewed journals, certificates for courses completed.

## Important Dates to Remember (note: subject to change):

Information Evening:	please look at information available on the ANZCA web page
Online applications open:	Tuesday, 9 June 2020
Closing Date for applications:	Friday, 3 July 2020 (6pm)
References close:	Friday, 17 July 2020 (6pm)
Applicants notified of interview by:	Wednesday, 19 August 2020
Interviews:	Tuesday, 8 September 2020
Applicants' preferences close:	Friday, 11 September 2020 (6pm)
Match results released by:	Wednesday, 16 September 2020 (6pm)

## VICTORIAN PUBLIC HOSPITALS - ANAESTHESIA REGISTRAR REFERENCE FORM

Fill in your details, the referee's details as much as you know, where you want the references sent and your preferred contact (see page 2) before emailing or providing a hard copy to your referee

<b>First Name</b>	<b>Family Name</b>
<b>Position Applied for</b>	

### Referee's Details

<b>Name</b>	<b>Qualifications</b>
<b>Organisation</b>	<b>Position</b>
<b>Contact Phone</b>	(Required)
<b>Email</b>	(Required)
<b>When did applicant work with you</b>	<b>For how long (months)</b>

Please rate the applicant below from 1-5 using x, where **1 is poor and 5 is exceptional**. Performance levels are a normal distribution. **Most applicants will be a 3 with 90% between 2 and 4**. If an item is not applicable or you cannot comment, select N. Refer to page 2 for guidance

<u>Academic</u>	1	2	3	4	5	NA
Factual Knowledge						
Understanding						
Information Gathering & Presentation						
Organization						
Ability to Pass Exams						
<u>Clinical Skills</u>	1	2	3	4	5	NA
Information Gathering and Presentation						
Decision Making						
Organization						
Procedural Skills						
Situational Awareness						
Documentation						
<u>Interpersonal Skills</u>	1	2	3	4	5	NA
Guidance Seeking						
Empathy						
Communication						
Teamwork						
Interaction with: Senior Medical Staff						
Other Health Care Staff						
Patients and Family						
<u>Professional Attributes</u>	1	2	3	4	5	NA
Ethical Practice						
Initiative						
Integrity						
Leadership						
Quality Assurance						
Teaching						

General Comments:

	YES	NO
I certify this opinion is based on my own personal knowledge of the applicant and is free from bias		
I recommend that the applicant be considered for or continue, training as an Anaesthetic Registrar		
I would be happy to have the applicant work in my department/unit in the future		

*You may submit this reference either by printing it and faxing or saving it and attaching it as an email. Please send from your own email address. If saving it, save as the applicants Family name space first name. You may be contacted to verify authenticity. See page 2 for addresses.*

<b>Date</b>	<b>Signed (if faxed)</b>
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<b>Submission Details</b>	<b>Email</b>	<b>Fax</b>	<b>Send</b>
<b>Austin Health</b>	<a href="mailto:aniko.zsakai@austin.org.au">aniko.zsakai@austin.org.au</a>	(03) 9459 6421	

Please let the applicant know when you have sent the reference.

Applicant, best method ( provide both, X one) of contact is:

	Email	
	Mobile (SMS)	

#### Academic

**Factual Knowledge** 1=Very poor for level of experience 3=What you would reasonably expect 5=Exceptional.

What you would expect from someone many years' senior

**Understanding** 1=No understanding of basic concepts 3=What you would expect 5=Understands complex concepts and their clinical applications

**Information Gathering & Presentation** 1=Unaware of basic resources 3=What you would expect 5=Aware of the resources and how to use them. Efficient and perceptive in gathering and presenting information

**Organization** 1=Procrastinates, can't commit and has no strategy 3=Fairly well organised 5=Highly committed to study, has a well formulated plan, follows through and efficiently uses time

**Ability to Pass Exams** 1=unlikely to pass specialist exams 3=Will probably pass 5=Likely prize winner

#### Clinical Skills

**Information Gathering and Presentation** 1=Unable to collate clinical facts 3=Thorough history and examination.

Misses the odd fact. Reasonable synthesis of data 5=Thorough, efficient, accurate. Excellent synthesis, prioritisation and presentation of important facts and complex issues

**Decision Making** 1=Unable to make basic decisions 3=Reasonable for level of experience 5=Makes logical and appropriate decisions. Supports with multiple reasons. Advanced for years of experience

**Organization** 1=Unable to plan or prioritise. Very unreliable 3=What you would expect 5=Plans well ahead.

Ensures has enough time for required tasks. Thoughtful and ordered set-up of environment

**Procedural Skills** Struggles with basic procedures and is difficult to teach 3=Good technique and reasonable success for level of experience 5=Picks up skills easily and is aware of the broader issues

**Situational Awareness** 1=Unaware of what is going on 3=What you would expect 5=Highly vigilant. Aware of all aspects of their environment. Aware of potential hazards and has made appropriate preparations and plans

**Documentation** 1=Insufficient information, poor legibility, verbosity 3=Legible and complete 5=Efficiently provides all the relevant information. Set out logically. No unnecessary data

#### Interpersonal Skills

**Guidance Seeking** 1=Never seeks advice when required or seeks constantly when not. Is highly defensive and cannot accept constructive suggestions 3=Appropriate 80% of the time 5=Appropriate all the time

**Empathy** 1=No capacity to appreciate others perspective 3=Manages this well most of the time 5=Is highly skilled in this area

**Communication** 1=Cannot get their message across verbally 3= Manages well most of the time 5=Highly skilled and effective

**Teamwork** 1=Cannot work as part of a team 3=Manages well most of the time 5=Understands the role of other members, can assess others competency, can take on leadership and respond to others leadership as required

**Interaction with: Senior Medical and Other Health Care Staff** 1=Seems to aggravate everybody, avoids contact 3=Manages well most of the time 5=Highly regarded by most, engages constructively and involved collaboratively in projects

**Interaction with Patients and Family** 1=Appears not to care, aloof and abrupt 3=Comprehensively explains issues but is not necessarily over-kill at addressing concerns and managing challenging behaviours 5=Highly skilled in this area

#### Professional Attributes

**Ethical practice** 1=Consistently behaves unethically 3=Acts ethically 5=Also has a highly developed framework and rationale for dealing with complex ethical issues

**Initiative** 1=Will not do anything unless told 3=Shows a reasonable amount of initiative 5=Is a self starter. Has the capacity to see what needs to be done and gets on with it

**Integrity** 1 Consistently late, leaves early without communication. Blames other and never acknowledges personal responsibility 3= Appropriate most of the time 5=Exemplary

**Leadership** 1=Can only follow, will not take on responsibility, cannot coordinate others when required 3=Appropriate for level of experience 5=Deserves respect, highly effective

**Quality Assurance** 1=Shows no interest and never turns up to QA meetings 3=Reasonably involved 5=Runs projects and frequently presents. Always attends meetings when able

**Teaching** 1=Shows no interest or aptitude 3 Does some teaching consistent with level of training 5=Enthusiastic, engaging and affective. Aware of educational theories

- Please Fax / Mail a copy of your Assessment (FRONT PAGE) to the following Health Services / Hospitals, selected by the Applicant.
- Please retain the original Assessment until the end of the year in the event of miss faxing or additional requests.