

## Information for Anaesthesia Provisional Fellow 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 Tony Leaver <a href="mailto:antony.leaver@austin.org.au">antony.leaver@austin.org.au</a> Dr Charlotte Heldreich <a href="mailto:charlotte.heldreich@austin.org.au">charlotte.heldreich@austin.org.au</a>
<b>Contact phone number:</b>	9496 3800

### 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. Fellows are encouraged to participate in, and assist with, the Department teaching programme. The provision of clinical supervision of junior trainees in accordance with ANZCA policy is an integral part of this position.

Position descriptions and Unit handbooks are available.

### **Pre-requisites/Preferences for Candidates:**

Prospective Fellows must have passed their Part II FANZCA or anticipate to complete it prior to commencement in February 2021 and satisfy College criteria for appointment as a Provisional Fellow, i.e. be ATY3 and have completed all advanced Modules 4-10.

### **Selection Tips**

If candidates wish to discuss details of the North West Training Programme in Anaesthesia they may do so with the contact person listed above.

### **Interviews**

Applicants will be shortlisted for interview.

### **Application Stages**

See below for details

- Download this information pack and print out attached reference forms
- Complete hospital application online
- Ensure references reach Austin Health. **THESE SHOULD BE FAXED DIRECT TO THE DEPARTMENT OF ANAESTHESIA FAX NUMBER: (61) (3) 9459 6421**

### **Application Forms**

Can only be completed online at [www.austin.org.au](http://www.austin.org.au). Please follow the instructions and complete all stages. You must electronically attach a CV and academic transcript in addition to the compulsory application form.

### **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.
- Name of 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 February 2019** – to include dates worked, date of reference, and contact details of referee. Pro forma is preferred, but written are acceptable.
- **Evidence of academic achievements**: academic transcript from university, publications in peer reviewed journals, certificates for courses completed.

### **References**

Attached to this file is the reference form. You must print out three copies of this form and give one each to your referees. The referees must return the form to the Department of Anaesthesia, Austin Health, by fax ((03) 9459 6421) or email ([aniko.zsakai@austin.org.au](mailto:aniko.zsakai@austin.org.au)) by **Thursday, 11 June 2020**. Refer to the form for further instructions. It is the responsibility of the candidate to ensure that a minimum of 2 references reach the Department of Anaesthesia, Austin Health by the closing date. Please check with your referees to ensure they have completed the process. References are subject to audit.

### **Important Dates to Remember:**

Closing Date for applicants	Thursday, 11 June 2020
References due	Thursday, 11 June 2020
Interviews:	Thursday, 18 June 2020

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

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>
Austin Health	<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 overs-killed 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.