

**POSITION DESCRIPTION**

**Organisational Vision**:

South Canterbury District Health Board (SCDHB) is committed *“to enhance the health and independence of the people of South Canterbury”*

**Organisational Values:** **I CARE**

* **I**ntegrity
* **C**ollaboration
* **A**ccountability
* **R**espect
* **E**xcellence

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| **Section One**  **Position** **ANAESTHESIA SPECIALIST**  Provision of efficient, safe and appropriate anaesthetic services, intensive care unit management and acute pain management treatment to the community served by South Canterbury District Health Board. |
| **Reports to**   * Clinical Director – Anaesthesia, ICU & Pain Services * Director – Patient Nursing & Midwifery Service |
| **Nature of Appointment:**  The position is Full time (specific hours to be negotiated & agreed as per service/patient needs) and works during the normal business hours of work between 8.00am and 6.00pm Monday to Friday.  **On Call Duties:**  The after-hours roster frequency is 1:12 to provide cover outside of the normal hours of work, at weekends and on Public Holidays. Whilst providing cover you are first on call covering acute theatres, labour ward and ICU.  **Variation:** Variations to the job description shall be agreed and recorded. |
| **Section Two**  The incumbent will undertake their clinical responsibilities and conduct themselves in accordance with best practice, relevant ethical and professional standards and guidelines, as determined from time to time by:   * The New Zealand Medical Association’s code of ethics * The incumbent’s relevant medical college(s) and/or professional association(s). * The New Zealand Medical Council * The Health & Disability Commissioner * The Employer’s policies and procedures |

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| **Section Three**  **Clinical Duties**  To provide and maintain efficient and effective Anaesthetist Services.   * Conducts pre-theatre assessments, operating sessions clinical assessments, DPS & OPD Clinics, Educational sessions and other duties in accordance with the Departmental schedule. * Assesses and advises on patients referred by resident medical officers and hospital consultants, GP’s and those requiring acute follow up from Emergency Department, wards and elsewhere. * Contributes to the management of waiting lists efficiently in accordance with the booking system criteria. * Attends all clinics as required to provide and monitor care/check patient progress * Attends ICU as required to provide and monitor care/check patient progress. * Ensures they maintain adequate medical records for patients. * Liaises with patient’s families and caregivers as appropriate. * Consults with other health professionals as necessary. * Undertakes research and study related to the treatment of a specific patient. * Preparation of police, coroner, legal, ACC and other similar legislative reports. * Advises patients about the advantages of healthy lifestyles that may prevent recurrences of ill health, participates in health promotion campaigns and provides information to community groups concerning their area of expertise. * Maintains effective interpersonal relationships with multi-disciplinary staff, patients, patient’s relatives and whanau. * Instruct, guide and supervise the work of any allocated RMO. * Be fully conversant with, and adhere to the HDC Patient’s Code of Rights and Obligations, and be aware of cultural differences in dealing with patients. |
| **Other Clinical Session Commitments**   * Conduct Pre-assessment clinics * Potential for other leadership roles in sub specialty areas such as ICU, Obstetric anaesthesia, Acute Pain, Airway, Advanced IV access and Training |
| **Section Four**  **Non-Clinical Duties**   * Effectively utilizes annual entitlement of continuing medical education leave by keeping abreast with developments in the field of Anaesthesia, Intensive Care and Pain Management through attendance at relevant educational seminars, courses and conferences. * Reports back to colleagues on seminars/courses/conferences attended. * Contributes to the planning and development of the Anaesthetist Service, participates in committees from time to time and provide technical advice to the Clinical Director Anaesthetist Services. * Participates in audit programmes as outlined by the appropriate professional organisation e.g. Australasian College of Anaesthetists, incorporating peer review, self-assessment and regular attendance at weekly CME meetings, department meetings and multidisciplinary meetings. * Preparation of materials and provision of formal teaching to junior medical, nursing, and other anaesthetist clinical support staff. Participate and contribute to teaching sessions for other hospital staff. * In conjunction with his colleagues develops and maintains a quality assurance programme for the Anaesthetist Service. * Review of clinical practice will be regularly carried out and incorporates review mechanism of patient care, regular audit of death reviews and critical incidents based on recognised standards of practice of Anaesthesia. * Participates in the agreed credentialing process to ensure the incumbent remains competent to practice within the vocational scope of practice. * Provides supervision and oversight to others on an as required basis. |

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| **Section Five**  Specific objectives reviewed and updated at least annually   * Participates in annual performance review. * Performs an appropriate share of the departmental workload * Participates in the Board’s accreditation and re-accreditation process * Contributes to the annual business plan objectives for their service * Maintains scope of practice and Annual Practising Certificate. * To promote a culture that facilitates and encourages collaboration between staff members, stakeholders in the district and other DHBs. * Regular attendance at regular departmental meetings. |
| **Section Six**   * Ensure the service meets our obligations of partnership, protection, and participation as conveyed under the Treaty of Waitangi * The description shall include all terms implied by operation of law, or incorporated by statute, or otherwise passed or substituted including but not limited to   Accident Rehabilitation Act 2000  Employment Relations Act 2000  Health and Safety in Employment Act 1992  Health Practitioners Competency Assurance Act 2003  Human Rights Act 1993  Medicines Act 1981  New Zealand Bill of Rights 1990  Privacy Act 1993  Vulnerable Children’s Act 2016 |
| **FUNCTIONAL RELATIONSHIPS**   * Anaesthetic & Pain Team * Operating Theatre Teams * Geriatricians, ATR, Oncology Team, Emergency Department and Hospital Physicians/Specialists * Community Nursing and Allied Health Professionals * Other Primary & Secondary Services teams |

**The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. A Staff Member may be requested to perform job related tasks other than those specified.**

**Agreed by:**

---------------------------------------------------- (Job holder’s signature)

----------------------------------------------------- (Employer’s signature) -------------------- Date