### Position Description

<table>
<thead>
<tr>
<th>Role title:</th>
<th>Specialist Anaesthetist</th>
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</table>
| Reports to:       | Clinical Leader, Anaesthetics  
Service Manager, Perioperative and ICU Services  
Medical Director, Surgical Directorate |
| Directorate:      | Surgical Directorate     |
| Direct reports:   | nil                       |
| Location:         | Dunedin Hospital          |

### Role of the District Health Board

**Our Vision:**

**Our Mission:**
- We work in partnership with people and communities to achieve their optimum health and wellbeing.
- We seek excellence through a culture of learning, enquiry, service and caring.

**Our Values:**

<table>
<thead>
<tr>
<th>Kind</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kind Manaakitanga</td>
<td>Looking after our people: we respect and support each other. Our hospitality and kindness foster better care.</td>
</tr>
<tr>
<td>Open Pono</td>
<td>Being sincere: we listen, hear and communicate openly and honestly. Treat people how they would like to be treated.</td>
</tr>
<tr>
<td>Positive Whaiwhakaaro</td>
<td>Best action: we are thoughtful, bring a positive attitude and are always looking to do things better.</td>
</tr>
<tr>
<td>Community Whanaungatanga</td>
<td>As family: we are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.</td>
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</tbody>
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**Our Statutory Purpose:**
- To improve, promote and protect the health of our population.
- Promote the integration of health services across primary and secondary care services.
- Seek the optimum arrangement for the most effective and efficient delivery of health services.
- Promote effective care or support for those in need of personal health or disability support services.
- Promote the inclusion and participation in society and the independence of people with...
- Reduce health disparities by improving health outcomes for Maori and other population groups.
- Foster community participation in health improvement, and in planning for the provision of, and changes to the provision of services.
- Uphold the ethical and quality standards expected of us and to exhibit a sense of social and environmental responsibility.

### Purpose of the Role

Be responsible for providing a comprehensive anaesthetic service to a high standard at Dunedin Hospital. The Specialist Anaesthetist will take a role in maintaining the existing services and may take the initiative in developing new services.

### Organisational Competencies

<table>
<thead>
<tr>
<th>Customer Focus</th>
<th>Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrity and Trust</td>
<td>Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn’t misrepresent him/herself for personal gain.</td>
</tr>
<tr>
<td>Drive for Results</td>
<td>Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.</td>
</tr>
<tr>
<td>Managing Diversity</td>
<td>Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.</td>
</tr>
</tbody>
</table>

### Position Competencies

| Decision Quality | Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions. |
| Priority Setting | Spends his/her time and the time of others on what’s important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks, creates focus. |
| Dealing with Ambiguity | Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn’t upset when things are up in the air; doesn’t have to finish things before moving on; can comfortably handle risk and... |
### Interpersonal Savvy
Relates well to all kinds of people—up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.

### Key Relationships

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
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<tbody>
<tr>
<td>Anaesthetic Clinical Leader</td>
<td>General Practitioners</td>
</tr>
<tr>
<td>Anaesthetic technicians</td>
<td>Consultants from other hospitals or DHB’s</td>
</tr>
<tr>
<td>Anaesthetic registrars</td>
<td>External agencies</td>
</tr>
<tr>
<td>Southern DHB Management Team</td>
<td></td>
</tr>
<tr>
<td>Medical staff</td>
<td></td>
</tr>
<tr>
<td>Perioperative nursing staff</td>
<td></td>
</tr>
</tbody>
</table>

### Knowledge, Experience and Skills required

#### Essential Criteria
- Vocationally registered with Medical Council of New Zealand
- Holds FANZCA or an equivalent specialist qualification

#### Experience/Knowledge
- Must have a knowledge and empathy for bi-culturalism and practices in a manner, which the patient determines, is culturally safe.
- Knowledge of quality system and evidence based practice
- Two years’ experience as a hospital specialist preferred

#### Specific Skills
- Maintenance of crisis management competency
- High standard of oral and written communication skills
- Demonstrated ability to promote and develop teamwork
- Have the vision and ability to accommodate change
- Computer skills
- Ability to access and interpret relevant research
- Able to provide constructive and timely feedback
- Actively seeks networking opportunities
- Capable of working under pressure

#### Personal Qualities
- Innovative and flexible
- High standard of ethical and professional practice
- Energetic and able to motivate others
- Is able to think clearly and manage own workloads well.
- Ability to interact well with other people from a variety of cultural backgrounds

### Key Accountabilities

<table>
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<tr>
<th>Preoperative</th>
<th>Deliverables</th>
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- Carry out preoperative review of patient data and assessment of patients.
- Gain informed consent for anaesthesia in accordance with the Health and Disability Commissioner’s Code of Practice and the Southern District Health Board’s policies.
- Maintain a high standard of professional care in accordance with the New Zealand Medical Association Code of Ethics.
- See and advise promptly on patients referred for a specialist opinion.
- Deliver care on a sessional basis as rostered.

**Operative**

- Complete formal patient identification procedures and consent check.
- Carry out appropriate anaesthetic procedures and provide anaesthesia care in accordance with ANZCA guidelines.
- Complete required documentation related to the anaesthetic procedure.

**Post-Operative**

- Ensure safe recovery and liaise with post anaesthetic care unit staff and where appropriate ward staff re: ongoing analgesic and fluid regimen.
- Carry out post-operative review.

**Acute Services (when rostered)**

- Provide cover for in-theatre and recovery acute calls.
- Provide anaesthetic services to outside locations - for example, radiology and obstetrics
- Provide consultations where appropriately requested by other medical staff.

**Administrative responsibilities**

- Maintain quality clinical records by:
  - Ensuring recording of Anaesthetic Service data.
  - Ensuring necessary documentation is completed and correct - for example, clinic notes, laboratory forms, audit.
- Prepare reports for outside agencies where appropriate.
- Prepare reports for management as required.
- Document and update all relevant procedures and policies as part of the Team responsibilities.

- Gives patients a full explanation of all procedures and treatment.
- Obtains informed consent for all patients in accordance with Southern DHB’s policy for undertaking any operation, test or procedure.
- Maintains a high standard of professional care in accordance with the New Zealand Medical Association Code of Ethics and in accordance with the Australia and New Zealand College of Anaesthetists Guidelines (ANZCA), Protocols and Standards documents, statutory and regulatory requirements and Southern DHB policies.
- When providing clinical anaesthesia the specialist will be present by the agreed start time for the list.
- When 'on call' the specialist is available to respond and attend to patients requiring care promptly (immediately for telephone consultation, within twenty minutes if required on site).

- Comprehensive, accurate and up to date records are maintained for all patients seen.
- Reports are completed in a timely manner or by due date.
- Procedure and policy documents that you are responsible for are updated when necessary.
### Continuous quality improvement

- Research and investigate areas relevant to speciality and service, as decided in conjunction with the Service Leader.
- Attend and participate in regular peer review and clinical audit activities of the Anaesthesia Service.
- Implement systems for monitoring and reporting on quality.
- Participate in clinical research where appropriate and actively promote research activities.
- Promulgate research results to other staff in the service, and present or publish as appropriate.
- Carries out review of drugs, equipment and methods of clinical management as decided by the service.
- Participates in CQI Projects undertaken by the service.
- Participates in audit of anaesthetic related morbidity / mortality and critical incidents.
- Attends 75% of the Peer Review and Quality Improvement activities of the Anaesthesia Service that he or she is capable of attending.
- Demonstrates willingness to achieve service and organisational objectives in an innovative manner.

### Communication

- Provide services in a sensitive way to users of the service and be culturally sensitive in all personal decisions and actions.
- Ensure that areas that may give rise to patient complaint are identified and where practical take steps to ensure that complaints do not arise. If complaints do arise, Southern DHB's procedures on such matters shall be followed.
- Ensure that patients receive an appropriate level of information regarding their condition and its management.
- Communicate with next of kin, in particular where patients or minors are unable to comprehend fully the implications of management options.
- Communicate with general practitioners to facilitate follow up care of patients.
- Communicate with other medical teams who previously or subsequently have responsibility for patient care to ensure appropriate patient hand over.
- Maintains effective interpersonal relationships with multidisciplinary staff, patients and relatives.
- Handles problems and complaints sensitively.

### Staff teaching and supervision

- Each employee has a responsibility as part of their normal work activities to provide other staff with ongoing training, including informed instruction during routine clinical activities.
- The specialist has a professional responsibility to participate in the Service training programmes, including as appropriate the undergraduate teaching and postgraduate training programmes.
- The specialist is responsible for the direct supervision of anaesthesia trainees.
- Fully involved in teaching and supervision as part of normal clinical practice.
- Reports are completed in a timely manner.
- Participates in formal teaching sessions.
anaesthetic technicians, and perioperative nurses.

- The specialist is expected to participate in the evaluation of staff he/she has direct supervisory responsibility for, including immediate feedback relating to performance as appropriate. Evaluation includes assessment of staff performance in relation to:
  - clinical competence
  - adherence to service protocols
  - timely and accurate documentation
  - communication with patients, relatives, peers, other staff and GPs
  - participation in orientation of new staff as appropriate
- Where the specialist has direct supervisory responsibility for staff he/she will provide immediate feedback relating to performance as appropriate.

**Self-learning**

- Participate in the re-accreditation program of the Australian and New Zealand College of Anaesthetists (ANZCA).
- Participate in professional continuing education activities, regular performance review, and have a commitment to maintaining and updating your own knowledge and skills.
- Maintain involvement in professional organisations in order to:
  - Fulfill CME and recertification requirements.
  - Contribute to maintenance of high professional and ethical standards in anaesthetics.
  - Contribute to professional education and assessment programmes.
- Maintains participation in Continuing Professional Development program.
- Attends 75% of Departmental CME sessions is available for as documented in attendance book(s).
- Attends 75% of Departmental QA sessions is available for as documented in attendance book(s).
- Provides formal debrief of out of Dunedin CME meetings to colleagues as documented in attendance book(s).
- Participates in the peer review as per the ANZCA Continuing Professional Development program.

**Treaty of Waitangi**

- The Southern District Health Board is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi - Partnership, Participation and Protection.

**Health and Safety**

- Foster and support commitment to achieving the highest level of health and safety, including identification and reporting of all hazards, assistance in resolving issues that
may cause harm to staff, and working safely at all times.

| Quality and Performance | • Maintain professional and organisational quality standards.  
|                         | • Ensure delivered work is planned, delivered, and implemented consistently against quality standards.  
|                         | • Continuously identify improvement opportunities to perform job in most effective manner.  
|                         | • Investigate opportunities to achieve goals in a more efficient way. |

**Note:** The above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

I have read and understand the above job description:

Name: ________________________________

Signed: ______________________________

Date: ________________________________