Name of Unit / Specialty: Anaesthesia

Head of Unit: A/Prof Larry McNicol

CSU / Department: Anaesthesia

Contact person: Dr Dean Cowie, Supervisor of Training
Contact phone number: 9496 3800
Contact email address: chris.bailes@austin.org.au

Summary of Position/Unit:
The North West Training Programme incorporates Austin Health, The Northern Hospital (Epping), Royal Children’s Hospital, Royal Melbourne Hospital, Royal Women’s Hospital, Western Health, Peter MacCallum, Mercy Hospital for Women and Ballarat 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 400 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 cardiac, vascular, general, thoracic, neurosurgery, orthopaedics, urology, gynaecology, plastics, ENT 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 20 full-time staff anaesthetists and 65 visiting anaesthetists. There is a separate Department of Intensive Care with 6 full-time intensivists. Anaesthesia trainees have access to an accredited 3 month rotation to Intensive Care

Participation in research is encouraged. An active research program exists within the Department with a Head of Research and two full-time 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. There will be an information evening for candidates for all Victorian rotational training programs on Monday, 2 June from 1900hrs to 2030hrs in the Ella Latham Theatre at the Royal Children’s Hospital, 50 Flemington Road, Parkville.

Pre-requisites/Preferences for Candidates:
Prospective First Year trainees: As a general rule will have completed 3 years post-graduate (i.e. intern, HMO2 and HMO3) with a minimum of 3 months previous anaesthesia experience.

Interviews
Applicants will be shortlisted for interview. Interviews will take place week starting 25 August 2014. 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/vic/vatsapplication2015.
- Ensure references reach the College of Anaesthetists by COB Friday 18 July 2014.
Application Forms
Can only be completed online at www.formdesk.com/vats/application2015. Please follow the instructions and complete all stages.

References
Refer to www.formdesk.com/vats/application2015

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 2013** – 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.

Important Dates To Remember:
- Online applications open: Friday, 6 June 2014
- Information Evening: Monday, 2 June 2014
- Closing Date for applications: COB Friday, 4 July 2014
- References due: COB Friday, 18 July 2014
- Applicants notified of interview: Friday, 8 August 2014
- Interviews: Start in week beginning 25 August 2014
- Applicants preferences close: COB Friday, 29 August 2014
- Match results released: After Tuesday, 2 September 2014
POSITION DESCRIPTION

POSITION TITLE: Anaesthesia Registrar
REPORTS TO: Director of Anaesthesia, Chief Medical Officer
AWARD: Victorian Public Health Sector (AMA Victoria) – Doctors in Training - (Single Interest Employers) Agreement 2013
POSITION TYPE: Full-Time
HOURS PER WEEK: 43 and rostered overtime

1. ORGANISATIONAL CONTEXT

Austin Health is one of Victoria’s largest health care providers.

Comprised of 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.

Catering to diverse multicultural and veteran communities, Austin Health delivers vital state-wide services to Victorians and a vast array of specialty services to the people of Melbourne’s north-eastern corridor in a safety-focused, team-orientated and stimulating work environment

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, and relationships with colleagues, work mates, our patients and their relatives and friends. The Austin Health values set standard that we expect all staff to live up to in the way they undertake their duties and responsibilities across the Hospital.

Our values:

- **Integrity**
  We work in the spirit of collaboration and honesty to build effective working relationships across the whole organisation.

- **Accountability**
  We are transparent, responsible and build trust by fulfilling promises and communicating effectively.

- **Respect**
  We care about others and treat each other with consideration, equality and fairness.

- **Excellence**
  We continually strive to advance patient focused care through innovation, research and effective stakeholder management.
2. LOCAL WORK ENVIRONMENT

Austin Health comprises 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 on the Repat Campus.

The Department of Anaesthesia forms part of the Anaesthesia, Perioperative and Intensive Care Clinical Service Unit. The organisational structure of the Department of Anaesthesia includes an Executive Group comprised of the Director and the Heads of (i) Clinical Operations, Austin, (ii) Administration, Audit and Education, and (iii) Clinical Operations, The Surgery Centre.

The Department of Anaesthesia is located on Level 2 of the Austin Tower. The Department comprises 20 full-time Staff Anaesthetists, 65 Visiting Anaesthetists, 20 Anaesthesia Registrars/Fellows, 6 Critical Care HMOs, 2 Research Nurses, 2 Pain Nurses, 2 Anaesthesia Resource Nurses, and 4 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. 20,000 procedures were performed last year at the Austin and The Surgery Centre.

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, 2 endoscopy rooms and has a separate Head of Clinical Operations. There were 5,000 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.

The Austin is co-located with the Mercy Hospital for Women and whilst the Anaesthesia Departments at both hospitals are separate they have close ties.

3. POSITION OBJECTIVE

To provide anaesthesia services under appropriate supervision by Specialist Anaesthetists as arranged by the Director or delegated Anaesthetist responsible for rosters.
4. **POSITION REQUIREMENTS**

To be available to undertake rotational appointments to the hospitals within the North West Training Scheme.

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

To provide assistance at emergency calls for cardiac arrest, resuscitation and major trauma when other clinical duties permit attendance.

To carry out preoperative assessments.

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

To take part in the out of hours on call anaesthesia service according to agreed weekly, monthly and annual rosters.

To undertake appropriately supervised clinical anaesthesia in the range of specialties including general surgery, plastics, ENT, gynaecology, urology, orthopaedic, ophthalmic, vascular, renal access, neurosurgery, thoracic and cardiac surgery according to agreed roster allocations.

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

To assist in the provision of consultative services provided by the Department.

To participate in the formal teaching (tutorial) programme of the Department and, when required, to undertake teaching of interns, medical students and nurses.

To present for Australian and New Zealand College of Anaesthetists Fellowship Examinations in a timely manner.

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 (6-monthly) performance review conducted by a panel consisting of a member of the Anaesthesia Executive and the Supervisor(s) of Training.

Where appropriate to carry out reviews and investigations relevant to the advancement of the specialty.

Abide by Austin Health corporate policies and practices as varied from time to time.
Assist in making a safe working environment by reporting any incidents of unsafe work practices, sites or equipment. Assist in the resolution of these issues.

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.

Participate in the emergency incident response activities, as defined within the Emergency Response Manual, as and when required, at the direction of management.

5. **KEY SELECTION CRITERIA**

Essential for Performance of the Position
Hold MBBS or equivalent qualification.
Registered Medical Practitioner in Australia.
Demonstrated commitment to high quality patient care.
Demonstrated ability to communicate at all levels.
Demonstrated teamwork and collaboration.
Computer skills including use of email and the internet.
Demonstrated understanding of Clinical Governance.
A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence.

6. **OTHER RELEVANT INFORMATION**

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.