

## Anaesthesia Fellows - 2019

<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), Royal Children's Hospital, Royal Melbourne Hospital, Royal Women's Hospital, Western Health, Peter MacCallum, Mercy Hospital for Women, Werribee Mercy Hospital 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 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 32 full-time staff anaesthetists and 70 visiting anaesthetists. 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 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.

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 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 form 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.austindoctors.org.au](http://www.austindoctors.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 July 2017** – 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 14 June 2018**. 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, 14 June 2018
References due	Thursday 14 June 2018
Interviews:	Thursday, 21 June 2018

# VICTORIAN PUBLIC HOSPITALS

## ANAESTHESIA FELLOW REFERENCE FORM

**Applicant Details** 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>	
-------------	--	--------------------------	--

<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 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.

<b>Position Title:</b>	<b>Anaesthesia Provisional Fellow</b>			
<b>Reports to:</b>	<b>Director of Anaesthesia</b>			
<b>Award / Agreement / Contract:</b>	<b>Victorian Public Sector (AMA Victoria) Doctors in Training Agreement 2013-2017</b>			
<b>Classification:</b> <i>eg. RN Div 1, Occupational Therapist Gr2, etc.</i>	<b>Anaesthesia Provisional Fellow</b>			
<b>Hours per week:</b>	<b>43</b>			
<b>Employment Status:</b> <i>e.g. permanent, fixed term, maternity leave cover, etc.</i>	<b>Full-Time</b>			
<b>Reports:</b>	<b>EFT:</b>	<b>NIL</b>	<b>Direct Reports:</b>	<b>DiT's as allocated</b>
<b>Financial Management:</b>	<b>Budget:</b>	<b>NIL</b>		

## Position Purpose

To provide anaesthesia services under appropriate supervision by Specialist Anaesthetists as arranged by the Director or delegated Anaesthetist responsible for rosters. There is the opportunity to be involved in transoesophageal echocardiography, hepatobiliary and liver transplantation, ENT and difficult airway, as well as research, audit and teaching. This is a transitional year from trainee to consultant and will include more administrative duties.

## About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community based health services. Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs in excess of 8,500 staff across its sites; including over 1,500 doctors and 3,000 nurses, and delivers a full range of leading edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, and the child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is in excess of \$900 million

Austin Health's current vision is to change healthcare for the better through world class research, education and exceptional patient care. In early 2018, we are finalising our new Strategic Plan (2017-2022) with progressive priorities for the future including a refresh of our vision, values and brand to ensure we are best positioned to deliver contemporary, innovative and patient focussed care.

Austin Health is an equal opportunity employer and is committed to attracting and retaining a diverse workforce that reflects the community we serve. Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further.

Find out more at <http://www.austin.org.au/>

## Local Work Environment

Austin Health has 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 Repatriation Campus.

The organisational structure of the Department of Anaesthesia includes an Executive Group comprised of the Director of Anaesthesia, the Deputy Director of Clinical Operations, the Deputy Director of Administration, the Head of Cardiac Anaesthesia and the Head of Research; at The Surgery Centre the members of the Executive Group comprise the Head of the Surgery Centre and the Deputy Head of the Surgery Centre.

The Department of Anaesthesia is located on Level 2 of the Austin Tower. The Department comprises 32 full-time Staff Anaesthetists, 70 Visiting Anaesthetists, 20 Anaesthesia Registrars/Fellows, 6 Critical Care HMOs, 4 Research Nurses, 3 Pain Nurses, 3 Anaesthesia Resource Nurses, and 5 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. During 2017, 17,500 procedures were performed at the Austin.

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 9,328 procedures carried out there under GA last year. Administrative services across both sites 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 of Anaesthesia. 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 do have close ties.

## **Position Accountabilities**

Where appropriate, to supervise more junior registrars in the provision of anaesthesia services.

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.

To take part in the out of hours on call anaesthesia service according to 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 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 of Anaesthesia.

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

To attend and contribute to Departmental clinical meetings, grand rounds and journal review.

To contribute to Department of Anaesthesia 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.

Other duties as required.

## All Employees

- Comply with Austin Health policies and procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Participate in Austin Health's annual Performance Review and Development (PRD) program as required.
- Engage in processes to monitor service delivery and participate in improvement activities.
- Undertake not to reveal to any person or entity any confidential information relating to patients, employees, policies, and processes and not make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer.
- Report incidents or near misses that have or could have impact on safety and participate in the identification and prevention of risks.
- Participate in the emergency incident response activities as directed.

## Key Selection Criteria

### Essential for Performance in the Position:

- A commitment to Austin Health values.
- Hold MBBS or equivalent qualification.
- Be a registered Medical Practitioner in Australia.
- Have completed Part II FANZCA
- Satisfy College criteria for appointment as a Provisional Fellow, i.e. be an ATY3 and have completed all Advanced Modules 4-10
- Show a demonstrated commitment to high quality patient care.
- Show a demonstrated ability to communicate at all levels.
- Exhibit Demonstrated teamwork and collaboration.
- Have suitable computer skills including use of email and the internet.
- Demonstrated understanding of Clinical Governance.

### Desirable but not essential for Performance in the Position

- A sound understanding of information technology including clinical systems and applications relevant to the Management of rostering and risk management reporting or as required for the role and/or department.

## 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.

### Immunisation

Maintain appropriate levels of immunisation in accordance with Austin Health's Workforce Immunisation/Screening Policies, in the interests of yourself, all Austin Health staff, patients and visitors.

## 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, along with our relationships with colleagues, patients and their relatives and friends. The Austin Health values set the standard that we expect all staff to live up to in the way they undertake their role and responsibilities across the organisation, our values:

<b>Our actions show we care</b>	We are inclusive and considerate. We appreciate one another, always listening and interacting with compassion.
<b>We bring our best</b>	We are guided by the needs of our patients, bringing commitment, integrity and energy to everything we do. We are passionate about delivering excellence.
<b>Together we achieve</b>	Our culture of collaboration means we work openly with our people, our community and beyond to achieve great outcomes.
<b>We shape the future</b>	Through research, education and learning we innovate, exploring new opportunities that will change health care for the better.

## Austin Health is a Bully Free and Smoke Free Employer

Austin Health is committed to providing employees with a healthy, smoke free work environment where bullying and harassment does not occur. Consistent with this and Austin Health's corporate values of integrity, accountability, respect and excellence, Austin Health will not tolerate employees:

- Behaving in a bullying or harassing manner in the workplace; or
- Smoking on Austin Health premises or in Austin Health vehicles.

## Document Review Details

<b>Review date of Position Description:</b>	
<b>Manager Signature:</b>	
<i>I, _____ (employee name), have read, understood and accept the content in this position description.</i>	
<b>Employee Signature:</b>	