

# Position Description

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## **POSITION DETAILS**

*Position No:*

*Position Title:* Staff Specialist / VMO Anaesthetist

*Reports To:* Manager, Clinical Services, administratively and the Head of the Department of Anaesthetics clinically

*Award:* Salaried Senior Medical Practitioner's (State) Award or FFS VMO Determination

*Grade:* According to years of experience

*Location:* Manning Base Hospital, York Street Taree  
Mayo Private Hospital, Potoroo Drive, Taree  
Cape Hawke Community Private Hospital, 29-41 South Street, Forster

*Hours of Work:* 40 hours per week, plus on-call requirements

## **MAIN PURPOSE OF POSITION**

*Deliver high quality anaesthetic care to the patients of the Manning Base Hospital, part of the Mid North Coast Area Health Service, the Mayo Private Hospital and the Cape Hawke Community Private Hospital, Forster.*

## **POSITION REQUIREMENTS**

### **1. Qualifications**

- *Basic medical degree acceptable to the NSW Medical Board.*
- *Registered as a specialist anaesthetist in NSW.*
- *Fellow of the Australian and New Zealand College of Anaesthetists and/or other specialist recognition as provided for in the Salaried Senior Medical Practitioners Award.*

### **2. Clinical**

*The staff specialist anaesthetist will participate in routine anaesthetic work and an on-call roster with the other anaesthetists to provide high quality care for the patients of the Manning Base Hospital, the Mayo Private Hospital & the Cape Hawke Community Private Hospital, Forster. This includes patients:*

- *In the Operating Theatre at the hospitals*
- *In the Pre-admission Clinic*
- *In the Emergency Department, either by telephone advice to the ED staff or by personal attendance as appropriate*
- *On the obstetric ward*
- *Elsewhere as appropriate.*

### **3. Research and Teaching**

*There are no specific requirements for research in this position. It is expected that the position will contribute to the teaching of the registrars, junior medical officers, medical students and nursing staff.*

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## **4. Supervision**

*Clinical supervision of the anaesthetic registrar at MBH is a part of this position. The area of need anaesthetist will be supervised by the Director of the Department of Anaesthetics according to the conditions laid out by the Department of Health. The Director of the Department of Anaesthetics (at Manning Base) works in all three locations and will be available in person to liaise with the Area of Need Anaesthetist at least weekly and by phone at all other times.*

*There are no other Area of Need doctors currently being supervised by this person.*

## **5. Challenges / Problem solving**

*Challenges inherent in the position of anaesthetist include:*

- 1. Ensuring high quality clinical anaesthetic services to patients*
- 2. Balancing the demands of the public and private systems as they pertain to anaesthetic lists*
- 3. Assisting in the provision of teaching for anaesthetic registrars.*

## **6. Decision making**

*The decisions to be made by the Area of Need anaesthetist are those relating to direct patient care, such as choice of anaesthetic method. These decisions must be made without referral to a colleague as a general rule. There are no written policies with regard to clinical matters to guide the anaesthetist.*

## **7. Other responsibilities**

*In addition to the core competency standards, the doctor is expected to comply with legislative, policy/protocol requirements as appropriate:*

- Follow defined Occupational Health, Safety and Rehabilitation requirements and injury management policies and procedures related to the work being undertaken, in order to ensure their own safety and the safety of others in the workplace.  
Specifically:*
  - to take reasonable care for the safety of others in the workplace who may be affected by their acts or omissions*
  - to cooperate with management in efforts to comply with any requirements of the OH&S Act and other legislation with regard to health, safety and welfare in the workplace*
  - not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the OH&S Act or other legislation*
  - to report to their supervisor all accidents or incidents which could foreseeably have resulted in injury to others in the workplace or damage to property*
  - to report to their supervisor all hazards or potential hazards*
  - to follow safe work instructions, notifying their supervisor of any differences between such instructions and the way that the task is actually performed*
  - to be familiar with emergency and evacuation procedures and to participate in regular training in safety procedures*
  - to provide input into regular safety inspections for their department.*
- Safety Responsibilities:  
It is the employee's responsibility to:*
  - (a) attend orientation and fire drill training on commencement.*
  - (b) report accidents, incidents and potential hazards immediately to their supervisor.*
  - (c) be familiar with emergency and evacuation procedures.*
  - (d) comply with occupational health & safety requirements.*

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- (e) take reasonable care of the health and safety of others.*
- *Performance Review: A review of performance will be conducted three months after commencing and annually thereafter.*
- *Contribute to the education program of emergency department.*
- *Maintain the high standard of morale amongst the other staff of the department by example.*
- *Such other duties around the hospital as may be determined from time to time by the Manager of Clinical Services.*
- *It is the responsibility of each staff member to:*
  - a) *satisfactorily complete an annual CPR program;*
  - b) *attend an annual back care program;*
  - c) *attend an annual infection control program;*
  - d) *attend fire drill annually.*
- *Continuous Quality Improvement: It is the responsibility of each staff member to be aware of the contents of the Policy and Procedures Manual(s) for their Department and to work within the principles contained therein. Each staff member is expected to exhibit a commitment to quality service and to participate in activities to enhance continuous quality improvement.*
- *Smoking is prohibited in all Area Health Service facilities and grounds.*

## **LOCAL BACKGROUND AND ENVIRONMENT**

*Manning Base Hospital is a rural Base Hospital situated 3 and a half hours drive north of Sydney, 2 hours north of Newcastle and 1 hour south of Port Macquarie. It has 140 beds and services a population of 85,000 people from Bulahdelah in the South to Laurieton in the north and Mt George to the west. It has links with the smaller district hospitals of Bulahdelah and Gloucester. Its nearest tertiary referral hospital is the John Hunter Hospital in Newcastle.*

*The population is one of the fastest growing in NSW and encompasses all age groups, with an emphasis on retirees. There is a small Aboriginal population.*

*The hospital itself provides general medical and surgical services, orthopaedic surgery, anaesthetics, paediatrics, obstetrics and gynaecology, psychiatry, urology and ophthalmology. Major neurotrauma and paediatric trauma and diving emergencies are transferred elsewhere by retrieval team. The hospital does not have its own retrieval team, relying instead on the services of the tertiary hospital retrieval teams from John Hunter and the Sydney Children's Hospital. It takes about 30 minutes to John Hunter by helicopter.*

*Facilities available in the hospital include:*

- *Medical Imaging. There is a 24 hour a day availability for general X-ray, CT scanning, with reporting by radiologists and interventional radiology. There is a day time service for ultrasound. Nuclear Medicine is available locally by contract.*
- *Pathology. There is a 24 hour availability for pathology services, with the Area Health Service Pathology unit being on campus.*
- *Hospital consultants' fields of expertise include;*
  - *General Medicine, with special expertise in respiratory medicine, gastroenterology, cardiology, infectious diseases and intensive care.*
  - *General Surgery*
  - *Orthopaedic surgery*
  - *Urology*
  - *Anaesthetics, with special interest in intensive care medicine*
  - *Paediatrics*

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- *Psychiatry. The Area Health Service Mental Health Inpatient Unit is on campus.*
- *Ophthalmology*
- *Pathology.*
- *Obstetrics and Gynaecology*

*Mayo Private Hospital is a 52 bed hospital providing private surgical, medical, ophthalmological and gynaecological services.*

*The Cape Hawke Community Private Hospital, Forster is a 50 bed hospital providing private surgical, medical, ophthalmological and gynaecological services.*

## **KEY INTERNAL AND EXTERNAL RELATIONSHIPS**

*The Staff Specialist Anaesthetist must coexist peacefully with the other medical staff, nursing staff and general hospital staff. There will be a requirement to represent the anaesthetic service at various hospital committees at MBH as appropriate, including the General Clinical Training Committee.*

## **PERFORMANCE MONITORING**

*Monitoring of the Area of Need Anaesthetist's performance will be by the Director of Anaesthetics at Manning Base Hospital, on a weekly basis, by discussion of cases and problems.*

*The doctor is responsible for:*

- *Participating in continuing medical education and professional development,*
- *Maintaining his/her professional competence.*

## **VERIFICATION**

*This section verifies that the doctor and supervisor have read the above position description and are satisfied that it accurately describes the position.*

*The position holder agrees to work in accordance with the requirements of the position and accepts to comply with policies and procedures of the Area Health Service.*

## **POSITION HOLDER**

*Signature.....*

*Date.....*

## **SUPERVISOR**

*Signature.....*

*Date.....*

## **Contact Details for further information about this position**

**Dr Jim Wills**  
**Manager Clinical Services**  
**Manning Base Hospital**  
**PO Box 35**

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**TAREE NSW AUSTRALIA**