

# POSITION STATEMENT



**Position Title:** 2021 Anaesthetics Registrar (JCCA) GP Trainee

**Directorate:** Medical Services

**Department:** Anaesthesia

**Reporting to:**

- Direct: Director of Anaesthesia
- Indirect: Executive Director, Medical Services

**Direct Reports:** nil

**Appointment Terms/Conditions**

- Classification and Code: HM25+
- Award Coverage: Doctors in Training Agreement
- Time Fraction (hrs/wk): Full Time, 86 hours a fortnight

## ORGANISATIONAL INFORMATION

### Vision

Excellence in health care.  
Our patients / Our Staff / Our community

### Mission

Ballarat Health Services' primary role is to deliver quality care to the communities we serve by providing safe, accessible and integrated health services resulting in positive experiences and outcomes.

Values	
<b>Teamwork</b> We commit to common goals based on open and honest communication while showing concern and support for all.  We are dedicated to working together for common interests and responsibilities.	<b>Respect</b> We acknowledge everyone's unique strengths and values diversity.  We operate in a spirit of co-operation and honour human dignity.
<b>Accountability</b> We personally commit to delivering our best, taking responsibility for all of our decisions and actions	<b>Compassion</b> We treat people with kindness and empathy. We care about our patients, our people and our community.

## **POSITION PURPOSE**

- To deliver an appropriate level of Anaesthetic services, consistent with the BHS Strategic and Service Plans.
- To promote the role of the Anaesthetic Department in a team environment and in partnership with the other BHS service elements.
- Assist and positively contribute to the development of the Anaesthetic Department a recognized Centre for excellence in patient care.

## **KEY ACCOUNTABILITIES**

### **Leadership and Management**

- Provide clinical leadership by facilitating teamwork and providing mentoring and professional support to clinical staff.
- Progressively develop and maintain a customer focused ethos and a sense of pride and purpose in the Service.
- Represent the Anaesthetic Department at relevant internal and external committees and forums.

### **Continuum of Care**

- Participate in the provision of Anaesthetic services at BHS, including provision of outpatient and on-call services consistent with the needs of the Anaesthetic Department.
- Undertake the full range of clinical anaesthetic activities consistent with training and experience
- Coordinate the care of patients receiving direct services from you with other health professionals, including adequate "handover" at any times of transfer of care between staff or departments.
- Ensure appropriate medical record entries are made to provide for the optimal care of the patient before, during and after anaesthesia
- Liaise with appropriate Clinicians to coordinate patient care.

### **Human Resources Management**

- Provide supervision, support and teaching to junior medical officers as appropriate.

### **Safe Practice and Environment**

Identify risks and develop appropriate strategies to address risks within the perioperative service  
Assist in the development of safe working practices and the provision of safe working environments by actively reducing hazards and focusing on accident prevention.  
Cooperate with and adhere to infection control policies and procedures as required.

### **Improving Performance**

Ensure patient safety and the delivery of quality patient care are the key priorities of the service.  
Foster clinical outcome review and clinical audit activities.  
Actively participate in the performance review process in relation to personal performance.  
Develop and maintain a high standard of knowledge and expertise through participation in meetings, continuing education including the establishment of sustained direct service links, for the purpose of ongoing skills training and maintenance of clinical credentials.

### **Information Management**

Must carry out work duties in a safe manner by adhering to BHS Occupational Health and Safety Policies, Regulations and agreed safe work procedures, and report immediately any potential hazards and/or incident occurring in the workplace.

Adhere to infection control policies and procedures as identified in the Ballarat Health Services Infection Control Manuals.

You must ensure that the affairs of Ballarat Health Services, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Ballarat Health Services.

#### **Compliance with all BHS Policies and Procedures.**

- Adherence to infection control policies and procedures as identified in the Ballarat Health Services Infection Control Manuals.
- Participation in the BHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague
- You must ensure that the affairs of Ballarat Health Services, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Ballarat Health Services.
- At BHS we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst BHS employees.
- BHS is committed to a patient/client centred approach in the provision of health care and services, consistent with the BHS values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues.

#### **KEY SELECTION CRITERIA**

- MBBS or equivalent degree enabling registration with the Medical Board of Victoria
- Registered General Practice Trainee in the State of Victoria.
- Personal qualities:
  - Leadership
  - Teamwork
  - Innovative ideas
  - Good communication skills
  - The ability to work well with a multidisciplinary health team
  - Demonstrate a willingness to learn; evidence of on-going professional development to continually update personal medical knowledge and skills
  - Ability to operate in an environment of change
- This position is subject to a satisfactory police check.

## **OCCUPATIONAL HEALTH, SAFETY AND QUALITY RESPONSIBILITIES**

### **Responsibilities and Accountabilities**

All Ballarat Health Services employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure.

Employees also have a responsibility to the National Safety and Quality Standards (NSQHS) in ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

### **Employees**

Employees have a responsibility to comply with all relevant BHS OH&S management system Policies, Procedures and programs. This includes the BHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- To not wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

## **OTHER RELEVANT INFORMATION**

- Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory current Police Record Check.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An interim performance development and review discussion will occur with your Manager three months from your commencement date and annually thereafter. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

## **HOW TO APPLY**

**Your application should include:**

- Clearly state the **Job No.** specified on the advertisement for this position.
- A statement addressing each “**Key Selection Criteria**” clearly demonstrating your ability to meet the objectives of the role. **Note:** Read the Position Description carefully so you have a good understanding of what is required and remember to address what skills, knowledge and attributes you have.
- General resume
- Copies of any formal qualifications. **Note:** If emailing your application note that hard copies of your qualifications will need to be produced at interview.
- Two (2) professional referees

Apply on-line at: [www.bhs.org.au](http://www.bhs.org.au)

## AUTHORISATIONS

Employee	
Department Manager	
Director / Chief Executive Officer	
Date Written:	Date Revised: June 2020

If you have an interest in providing anaesthesia as part of your rural or remote medical practice, then undertaking training in an anaesthetic post could assist you. Doctors undertaking anaesthetic training will take on the roles and responsibilities of a junior anaesthetic Registrar. The post provides experience and training requirements that enable the participant to become an accredited GP anaesthetist. The GP Anaesthetic Advanced Training Course is accredited by the Joint Consultative Committee in Anaesthetics (JCCA), a tripartite committee of the Royal Australian College of General Practitioners (RACGP), the Australian College of Rural and Remote Medicine (ACRRM) and the Australian and New Zealand College of Anaesthetists (ANZCA). "The JCCA believes that doctors who wish to administer anaesthesia as part of rural or remote medical practice should acquire the skills necessary for competent independent anaesthesia practice in an approved training post for a minimum duration of 12 months...Rural practice varies from working in a large regional town or small city with some tertiary support to a single doctor community that may be geographically isolated in extreme conditions" (JCCA curriculum statement 2010). There are three pathways for applying and completing procedural training in Anaesthetics.

### Pathway 1 - As a component of the FARGP

The Fellowship in Advanced Rural General Practice (FARGP) is the qualification awarded by the RACGP beyond the vocational Fellowship. It caters for both GP Registrars and practising GPs. A core requirement of the FARGP is the completion of 12 months of Advanced Rural Skills Training (ARST) in an accredited training post. You are free to choose which advanced skill or skills you wish to concentrate on although the RACGP recommends that the needs of the community also be taken into account when making the choice. If you complete relevant ARST before enrolling in the FARGP you can apply to have your training recognised. If you are enrolled in the FARGP this 12-month post would form the additional 12 months that you need to complete to meet the relevant college training requirements. MCCC offers training posts in Anaesthetics accredited by the JCCA that will fulfil the requirements of the FARGP.

### Pathway 2 - As a component of the FACRRM

If you are undertaking your Fellowship of the Australian College of Rural and Remote Medicine (FACRRM) you may complete your procedural training in Anaesthetics through Advanced Skills Training (AST). If you are enrolled in the FACRRM this 12-month post would form part of the training that you need to complete to meet the relevant college training requirements. BHS Position Description – May 2017 6 MCCC offers training posts in Anaesthetics accredited by the JCCA that will fulfil the requirements of the FACRRM.

### Pathway 3 - As a stand-alone training course

This 12-month procedural training post is also available to GPs as a stand-alone post-Fellowship qualification. Duration The course is usually undertaken full time for 12-months. 0.5 FTE over two years may be available at some health services. Eligibility You must be due to enter your PGY3 year or above at the commencement of the training year however in some instances applicants currently in their PGY2 year will be considered. General Registration is preferred however doctors with Limited Registration are eligible to apply, if they can demonstrate the ability to obtain appropriate registration for the training term and subsequent work as a Visiting Medical Officer at a rural health service. A commitment to rural or remote medical practice is essential as well as specialist registration as a GP, or alternatively enrolment in a pathway to fellowship.