

POSITION DESCRIPTION

Position	Registrar	Direct Reports	HOD, Anaesthetics/Consultants
Department	Anaesthetics	Location	Rotorua and Taupō Hospitals
Responsible To	Operational – Service Manager, Emergency and Medical Management	Relationships Internal	Service Manager, Surgical and Elective Services Clinical Director, Surgery and Elective Services Senior Medical Staff Resident Medical Officers Trainee Interns Medical Students Nursing Staff Medical Management Unit Administrative Staff Maori Health Team Allied Health Staff
Financial Delegations	Nil	Relationships External	External Providers General Practitioners
Run Category	D (50-54.9 hours) paid at D	Date	March 2023

Primary Purpose(s) of the Position

To assist in the provision of day patient Anaesthetic services in accordance with professional standards and protocols as established by consultants with high quality patient care being the primary focus.

Regular Duties & Responsibilities

Expected Hours of Work

Ordinary Hours

- Registrars are assigned to specific duties. Ordinary hours of work are from 0800 to 1700 from Monday to Friday inclusive (45 hours per week). Registrars are required to be on site during these hours. However, when workload permits, and personal duty responsibilities are completed and cover agreed by colleagues, the Registrar may sign off slightly earlier than 1700. Included on timesheets are service requirement hours worked inclusive of orientation expectations, i.e. Resuscitation Lectures.
- Unrostered Overtime. It is expected that any reasonable overtime necessary to complete assigned work after each ordinary week day be undertaken where reasonable. These hours shall be recorded on the employee's timesheet.

After Hours and Weekends

- Registrars will participate in the after-hours roster, working one long day until 2300 per week (making a total of 51 hours per week)
- Rostered weekend and statutory holiday cover is not required.

Key Objectives

Clinical Practice

The employee will provide in-patient and day patient Anaesthetic Services for patients

Expected Outcomes

The employee will:

- Be responsible to the Consultant for the administration of anaesthetics at Rotorua Hospital.
- Perform pre-operative and post-operative assessments on patients that they are involved with in theatre.
- Participate on acute pain rounds as the service demands.
- Perform investigative and therapeutic procedures, and prescribe medicines as appropriate for patients prior to anaesthesia and post operatively.

Key Objectives

Expected Outcomes

- Inform the consultant responsible on intensive care (or the consultant on call where appropriate) as soon as possible about patient referrals to intensive care or about significant changes to a patient's current condition and document this consultation.
- Ensure that comprehensive, accurate, legible medical records, dated and signed, are maintained, including pre-anaesthetic assessment, detail of patient's anaesthesia and pre and post-operative instructions as well as information relevant to the care and condition of patients on intensive care unit.
- Be available to other staff members for discussion regarding clinical decisions affecting their patients. It should be emphasised that referrals are primarily between consultants. The Registrar should decline giving an opinion where it is deemed inappropriate. The consultant must be kept informed.
- Where possible, Registrars are requested to facilitate the Informed Consent procedure. Informed Consent is the responsibility of the medical person performing the procedure required.
- Follow guidelines for informed consent, privacy regulations and cultural sensitivity.
- The employee will agree to Anaesthetic Pre-Assessment Clinic attendances. He/she may conduct clinics, carry out investigations, recommend management by arrangement with the consultant.
- The employee will see the patients referred to him/her by medical colleagues for discussion, consultation and opinion and provide advice and a written report within his/her capabilities in a timely, courteous and appropriate manner.
- The employee will be expected to prepare, present and discuss cases and medical topics at clinical meetings as directed by the consultant.
- Will take account of and allow for patients individual religious and cultural beliefs and values as far as possible without compromising clinical care.

On Call Responsibilities

- It is expected the Registrar will assess all patients referred for emergency anaesthesia and inform the Consultant Anaesthetist on call.
- It is expected that the employee will respond as soon as possible by telephone to all calls received at any time when on call or on duty.

Training, Education and Teaching

- This position is approved by ANZCA for one year of training time, as part of the Midland Training Rotation. Training will be overseen by the Departmental Supervisor of Training.
- It is also approved for 1 year of Provisional Fellowship Training, which requires an individualised learning plan.

Key Objectives

Expected Outcomes

Further information on the PFT job description is included in appendix 1.

General Clinical Activities

The Registrar will attend the following:

- Grand round Friday, 1230 for one hour
- General teaching in each accompanied theatre list
- Organised teaching sessions for anaesthetic registrars
- Monthly audit meetings

Training other staff

- As appropriate for the education or training of Midwives, Nursing Staff and other Medical Staff.

Audit

- It is expected the registrar will take part in and complete clinical audits.

Key Objectives

Description

Expected Outcomes

Communication and Personal Interaction

Te Ringa Hora



the open hand (denoting someone who is sociable)

Openly communicates and cooperates with all levels of Health New Zealand – Lakes (Lakes) employees, patients and visitors.

- Listens actively, absorbs message and responds appropriately.
- Builds effective working relationships.
- Establishes rapport with others and gains their respect while being adaptive in relating to different types of people and situation.
- Openly and constructively participates in conversations with md team, patients, managers and visitors.
- Patients and visitors are appropriately welcomed and treated while within Health New Zealand – Lakes.
- Collegiality with team mates and multi-disciplinary teams.
- Accepts differences of opinion can occur but these happen respectfully and without any continued animosity

Key Objectives

Expected Outcomes

Strategy & Performance

Te Ringa Raupā

Te Ringa Raupā



*the roughened hand
(symbolising a hard worker)*

Spends energy on delivering role requirements and meeting objectives.

- Has an energetic approach to work and is self-motivated.
- Accepts direction and instruction of manager but is able to work effectively without direction or guidance.
- Organises time and resources effectively.
- Understands and work towards achievement of the organisation's goals.
- On shift is busy completing shift duties.

Organises own time to deliver on required tasks and duties.

- Utilises effective time management strategies to meet shift duties and works towards achieving objectives in any spare moments.

Development and Change

Te Ringa Ahuahu



Te Ringa Ahuahu

*the hand that shapes or
fashions something (refers to
someone who is innovative)*

Accepts change in day to day practices and contributes to decision making of the team.

- Can adjust behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress.

Makes suggestions to increase efficiency of the unit.

- Works with managers and team to make any changes within practices work.
- Contributes to change processes, offering solution based ideas.
- Constructively makes suggestions to improve process or practices and gain efficiencies.
- Accepts when ideas are not accepted for implementation.

Personal Accountability

Te Ringa Tōmau



Te Ringa Tōmau

Is open with manager and colleagues and open to accepting feedback and critique to improve upon practice.

- Offers constructive criticism and accepts feedback.
- Establishes rapport with others and gains their respect while being adaptive in relating to different types of people and situations, to allow improvements to be made.
- Accepts all feedback and participates in feedback discussions appropriately.
- Responds and queries how improvements can be made.
- Advises manager wherever issues may be impacting on performance.

Key Objectives

Expected Outcomes

the hand that is trustworthy

Looks for and undertakes development activities appropriate for role and career development.

- Recognises areas that could be improved in own practice.
- Requests learning and development opportunities to enhance practice in role and/ or to assist where improvements can be made.
- Recognises and facilitates the rights of Māori clients and their whanau to participate in cultural activities.
- Has a working knowledge of Health New Zealand – Lakes Māori communities.

Culture and Values

Te Ringa Taurima



*the hand that nurtures,
encourages, supports*

Operates in line with Lakes values and expectations and professional codes of conduct.

- Demonstrates a commitment to cultural safety by meeting and exceeding the cultural needs of clients/ customers/ colleagues.
- Incorporates the Lakes Way into day to day business activities.
- Shows respect for patients, colleagues, managers, multi-disciplinary teams.
- Utilises the Lakes Way philosophy to engage with patients, visitors and multi-disciplinary teams.

Compulsory Requirements Expected Outcomes

Māori Health

Māori philosophies and values of health are demonstrated in work practice.

- Meaningful relationships are established with Te Aka Matua (Rotorua and Taupo Hospitals) and Lakes Maori Health division in the planning and delivery of services.
- Practices are consistent with Te Tiriti o Waitangi /The Treaty of Waitangi when working with Māori.
- Delivery of safe services for Māori are facilitated by ensuring they can access treatment options and are involved in the planning and delivery of their care.
- Māori are enabled to access and participate in cultural activities provided by the Lakes.
- A commitment to improving the wellbeing of Māori by increasing cultural knowledge in the Lakes is shown.

Te Iti Kahurangi

The Lakes Way, Our Place Our Culture.

- Works within the Te Iti Kahurangi framework and supporting guide document.

Compulsory Requirements Expected Outcomes

Record Keeping

- Complies with the Lakes Corporate Records Management policy to create and maintain full and accurate records.

Quality & Risk

Patient safety is paramount to the service we deliver at Lakes. This is to be achieved in a clinical governance framework that is culturally responsive and identifies and manages risk and opportunities to improve.

- Employees are supported to lead by example and implement a culture of continuous quality improvement.
- Risks that may prevent Lakes from achieving their goals are identified, reported, and managed.
- Māori patients are provided patient-centred care to achieve positive Māori health outcomes.
- Needs of Māori are reviewed and reported in the further development of practice, process and or policy.
- Evidence-based methodologies are used to support improvements, e.g. kaupapa Māori methodology.
- Quality care is provided to certification standards.

Health & Safety

Each individual is responsible for ensuring the safety of themselves, their colleagues, patients and their visitors and to comply with all organisational health and safety policies, procedures and guidelines.

- Implementation and reinforcement of a proactive healthy work place culture which reflects relevant Lakes policy and legislative requirements.
- Healthy lifestyles are actively promoted and participated in, within the work area.
- Employees participate in Health and Safety within areas of work.
- Health and Safety activities are appropriately documented within specified timeframes.
- Health and Safety policies have been read and understood and are applied in the workplace.
- Health and Safety policies are appropriately documented within specified timeframes and incidents are reported immediately.
- Any opportunities for improving Health and Safety are reported and acted upon in a timely manner.
- All near misses/incident/accidents are reported to the appropriate line manager within 24 hours.

Signatures:

Line Manager:

Position Description Approved: _____

Employee:

Acceptance of Position Description: _____

(Please also initial all other pages to show acceptance of position description.)

Person Specification	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • A medical practitioner registered or able to obtain general registration with the Medical Council of New Zealand. • Current Practising Certificate. • Member of Medical Protection Society or equivalent • Hold current ACLS level 7 certification (or equivalent) 	<ul style="list-style-type: none"> • Proven professional and clinical credibility. • Proven commitment to provision of quality medical care. • Ability to function as a multidisciplinary team member. • Role model including being a nonsmoker. • Demonstrates cultural safety in practice. • Demonstrated commitment to own professional development. • Ability to meet defined timeframes and to be self-directed. • Has good command of conversational and written English
Experience	<ul style="list-style-type: none"> • Involvement with Quality Assurance or Continuous Improvement • Involvement in programmes including audit programmes and peer review • Has keyboard skills and is computer literate 	
Knowledge	<ul style="list-style-type: none"> • Te Tiriti O Waitangi in the provision of health care services and support to Māori. • Te Tiriti O Waitangi in practice, process, policy development and decision making. 	
Skills	<ul style="list-style-type: none"> • Pronunciation of Te Reo Māori words and names. 	<ul style="list-style-type: none"> • Te Reo Māori. • Excellent communication and interpersonal skills.
Personal Attributes	<ul style="list-style-type: none"> • Self-motivated and uses initiative. • Honest and reliable. • Ability to work in a team environment. • Ability to work under pressure and adapt to changes in a demanding work environment. • Ability to maintain a calm disposition under pressure. • Ability to escalate concerns and seek assistance. • Accepts direction and delegation. 	<ul style="list-style-type: none"> • Non-smoker preferred.



About Health New Zealand – Lakes

At Lakes we place the highest value on the health and wellbeing of everyone in our community. As such all healthcare workers are expected to play a part in the creation and promotion of an environment which lives the following vision, mission and values:

Vision

Healthy Communities – Mauriora! In this vision Mauriora refers to the Mauri - being the life essence and the source of well-being, and ora - describing the state of wellness.

Strategic Mission

- Achieve equity in Māori health.
- Build an integrated health system.
- Strengthen people, whanau and community wellbeing.

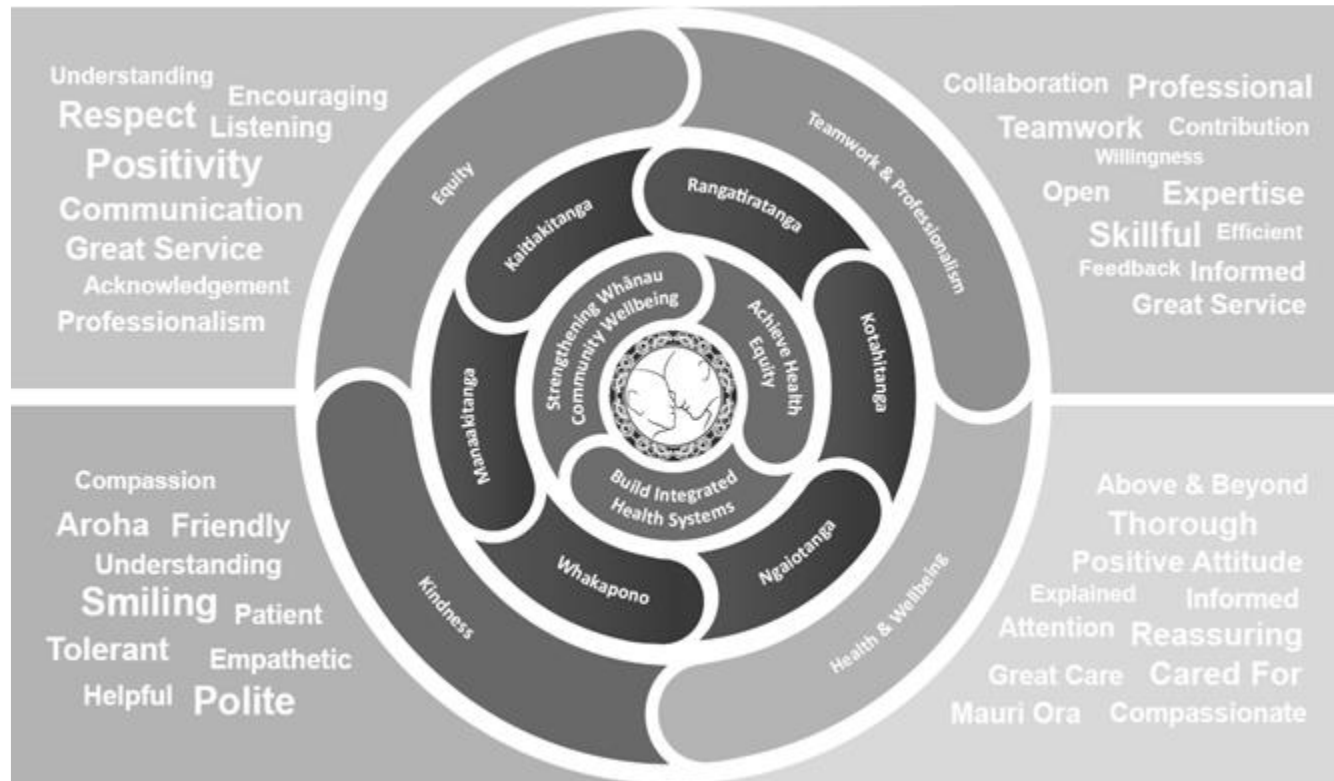
Three Core Values

Manaakitanga Respect and acknowledgment of each other's intrinsic value and contribution.

Integrity Truthfully and consistently acting collectively for the common good.

Accountability Collective and individual ownership for clinical and financial outcomes and sustainability.

Te Iti Kahurangi – The Lakes Way, Our Place, Our Culture – We Will



Te Tiriti O Waitangi

Our expression of Te Tiriti o Waitangi

The text of Te Tiriti, including the preamble and the three articles, along with the Ritenga Māori declaration, are the enduring foundation of our approach to achieving health and independence. Based on these foundations, we will strive to achieve the following four goals, each expressed in terms of mana.

Mana whakahaere

Effective and appropriate kaitiakitanga and stewardship over the health and disability system. Mana whakahaere is the exercise of control in accordance with tikanga, kaupapa and kawa Māori. This goes beyond the management of assets and resources and towards enabling Māori aspirations for health and independence.

Mana motuhake

Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives and to live on Māori terms and according to Māori philosophies, values and practices, including tikanga Māori.

Mana tangata

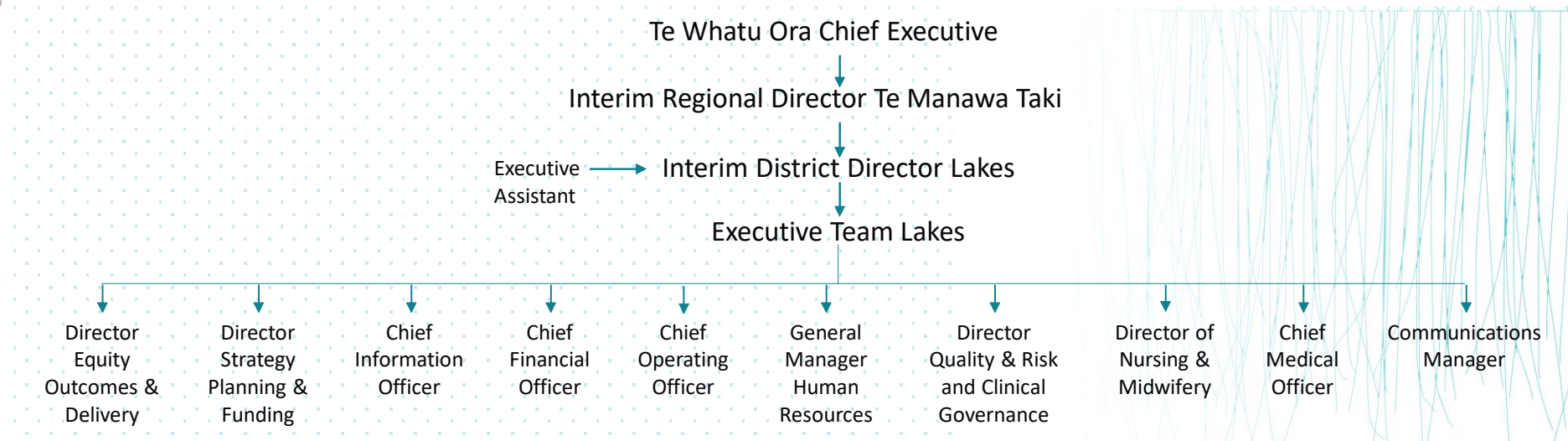
Achieving equity in health and disability outcomes for Māori, enhancing the mana of people across their life course and contributing to the overall health and wellbeing of Māori.

Mana Māori

Enabling Ritenga Māori (Māori customary rituals), which are framed by te ao Māori (the Māori world), enacted through tikanga Māori (Māori philosophy and customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

Lakes is committed within the framework of the New Zealand Public Health and Disability Act (2000) to supporting the Crown's commitment to upholding its Tiriti promises.

Organisation Structure



Appendix One

Position Description – Provisional Fellow in Anaesthesia – RMO, Rotorua Hospital, ANZCA preapproved – PF0288

Rotorua Hospital is part of the Midlands Anaesthesia Rotation, along with Waikato and Tauranga Hospitals. This PF position is based upon the equivalent PF position at Waikato Hospital. PFs in this position occupy a Registrar position and remain on the RMO contract.

Clinical Experience

As a provincial secondary level hospital, this position has a broad generalist base of clinical exposure and is suitable for transitioning from the role of a trainee to working at consultant level. We also expect the trainee to choose an area of clinical focus for the year.

In collaboration with the SOT and the fellowship supervisor (an SMO who is a content expert in the area of clinical focus), the trainee builds a learning plan for their year. The learning plan should encompass the following headings:

Rotorua PF Program Learning Plan

1. Fellowship supervisor
2. Learning goals for PF year
 - a. Caseload (What cases do you want to be exposed to?)
 - b. Skill development (What specific skills do you want to attain?)
3. Timetable / desired lists
 - a. Fellowship lists
 - b. Use of service provision time
 - c. Non-clinical day
4. Quality assurance / audit / research activities
5. Presentation to department / hospital
6. Clinical pathway / patient care pathway
7. Welfare
8. Teaching opportunities
9. Courses / qualifications
10. Development of leadership skills
11. Development of supervision skills
12. Plans to achieve ANZCA TPS requirements
13. Plans to achieve ANZCA CPD requirements

It is expected that the trainee will undertake audit and/or research, engage in teaching, and participate in multidisciplinary meetings, quality assurance (M&M) meetings, and department senior business meetings.

Because the PF is involved in the design of their fellowship year, this position encourages independent thinking and self-management, as well as developing skills for lifelong learning.

The SOT will work closely with the trainee to select an appropriate fellowship supervisor, as it is important that the trainee has good engagement with this individual, who can be a clinical coach and guide the fellow in their area of learning. As a small department, the SOT may also function as the PF supervisor.

We can support a clinical focus in regional anaesthesia, colorectal, orthopaedics/trauma, ENT, O&G and may be able to support other areas of clinical focus if required. Adequate teaching lists exist that the experience for non-PF trainees is not impacted.

A typical week's roster.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Clinical PF clinical focus list	Clinical Service provision (independent) list	Non-clinical	Clinical PF clinical focus list	Clinical Service provision (independent) list
PM	Clinical PF clinical focus list	Clinical Service provision (independent) regular list	Non-clinical	Clinical PF clinical focus list	Clinical Service provision (independent) list

Additional clinical exposure includes participation in an afterhours acute theatre roster (1:5 roster of weekday evenings).

Supervision

The 'clinical focus' component of this PFY position will be closely supervised, with the trainee working 1:1 with a specialist anaesthetist initially. The input of the supervising consultant will be progressively reduced as the trainee develops their proficiency in this area but will remain under Level 1 supervision. The service provision component of this position will be supervised between Level 2 and Level 4, depending on the case complexity and the trainee's clinical skill in that area.

Supervisory Roles and Assessment

The trainee will be working in an ANZCA accredited department under the supervision of FANZCAs or equivalent. They will be supported by a Supervisor of Training, and by nominated fellowship supervisor, who is a content expert in the trainee's selected area of clinical focus. They will receive feedback and assessment using the WBAs of ANZCA curriculum, with the two compulsory CbDs undertaken in the trainee's clinical focus area.

Education and Teaching

As part of the broader Midland Rotation, the PF is invited to be involved in the delivery of the robust Part 1 and Part 2 teaching programs held at Waikato Hospital. Appropriate time for attendance and travel will be rostered. The trainee will also be involved in quality assurance activities and present at local meetings. They will also have the opportunity to informally teach medical students in theatre.

Transition to Independent Practice

This position facilitates progression to independent consultant practice by allowing increasing levels of independence as the trainee progresses through the year, in both the area of clinical focus for this fellowship as well as in the more general aspects of the trainee's practice. They will have a regular weekly service provision list to experience the relationship building and mastery that comes with a regular list. It also develops supervisory and management skills, as the PF is given the opportunity to supervise junior registrars and manage the acute theatre flow as the Acute Anaesthetist. The trainee is also expected to further their non-clinical portfolio with contributions to quality assurance activities and teaching. Because this fellowship requires the trainee to present a robust and thorough plan for their learning for the year, it further develops skills for lifelong learning in their consultant practice. In addition to meeting their TPS requirements they must also plan how to meet their CPD requirements.

Clinical Leadership

The clinical leadership opportunities inherent in this position include:

- Teaching junior trainees in theatre and in formal teaching courses
- Supervision of junior trainees
- Management of lists as the primary anaesthetist
- Managing acute theatre flow as the acute anaesthetist
- Interactions with the wider clinical team through multidisciplinary team meetings and peri-operative assessments

The trainee is also invited to attend the Department's senior business meetings to develop their understanding of the way that a cohesive department negotiates challenges, change and development.

Clinical Support/Non-clinical Time

The PF will have two sessions per week of non-clinical time. It is expected that this time will be used to contribute in a meaningful way to the development of the department, as well as to further their own educational goals. It is expected that trainees will undertake a quality assurance activity, develop a patient care pathway or similar, and/or contribute to appropriate research. They should take the opportunity to present at a department and/or hospital level.