

POSITION DESCRIPTION

Position:	Clinical Director (Anaesthetics)
Craft Group:	Critical Care Services Cluster
Directorate	Medical
Enterprise Agreement	AMA Victoria – Victorian Public Health Sector – Medical Specialists Enterprise Agreement
Reports to:	Director of Medical Services – Critical Care Services (DMS-CCS)

MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other leading Victorian health services for medical officer placements and training.

VISION

Your Hospital – We care.

MISSION

Improving the health and wellbeing of our community by providing quality health services, with care, compassion and skill.

VALUES

 Responsiveness	Responsiveness: Providing frank, timely advice to the Government; high quality services to the Victorian community; and by identifying and promoting best practice.
 Integrity	Integrity: Being honest, open and transparent; acting responsibly; reporting improper conduct; and striving to earn and sustain public trust of a high level.
 Impartiality	Impartiality: Making decisions and providing advice on merit and without bias, favouritism or self- interest; objectively considering all relevant facts and fair criteria.

 Accountability	Accountability: Working to clear objectives in a transparent manner and accepting responsibility for decisions and actions.
 Respect	Respect: Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying.
 Leadership	Leadership: Actively implementing, promoting and supporting these values. Leadership is about positive influence, inspiring and empowering others.
 Human Rights	Human Rights: Making decisions and providing advice consistent with human rights; and actively implementing, promoting and supporting human rights.

POSITION OUTLINE

Reporting to the DMS-CCS, the Clinical Director (Anaesthetics) is a role with leadership and governance responsibilities, aligning safe and high-quality clinical service delivery with MBPH strategic direction and values. Oversight of the Anaesthetics & ICU service is shared between the Clinical Director (Anaesthetics) and Clinical Director (ICU).

The Clinical Director (Anaesthetics) is a 0.2FTE administrative role worked alongside the clinician's concurrent clinical and non-clinical activities (i.e. full-time duties would include 0.4 FTE rostered non-clinical time). Whilst there is capacity for flexibility to accommodate individual departmental requirements, it is expected that non-clinical duties will normally be scheduled and conducted onsite during business hours. Clinical duties are as per the MBPH Staff Specialist Anaesthetics/ICU position description.

BRIEF SUMMARY OF DUTIES

Leadership and Management

- Coordinate and oversee the MBPH Anaesthetics/ICU stream, working in association with the Clinical Director (ICU), Director of Medical Services – Critical Care Services, Director of Critical Care and Theatre Manager.
- Develop and maintain effective working relationships with team members and foster a collaborative team working environment.
- Provide decision-making on service requirements, issues and any other requirements and empower staff to be involved in decision making within the unit.
- Ensure practices and policies align with College and other regulatory body requirements for best practice.
- Represent the discipline at hospital meetings, with external providers and services and where appropriate. In particular, Clinical Directors must ensure their availability every Tuesday afternoon when meetings requiring their attendance will be scheduled. In the case of Anaesthetics and ICU, at least one of the two Clinical Directors must be available and is responsible for informing the other of any critical

information in relation to meetings. Clinical Directors will participate in at least one MBPH quality committee.

- Foster an environment that provides a positive workplace experience and professional growth opportunities for students, junior and senior clinical and support services staff.
- Provide input into the development of services and lead innovation and change in clinical processes.

Operational Management

- Chair regular minuted department multidisciplinary meetings and/or staff specialist team meetings and provide leadership to clinical teams to ensure best patient care outcomes.
- Oversee the development, review and implementation of departmental clinical protocols, procedures and guidelines in line with hospital policies and procedures and College guidelines/policies/procedures.
- Promptly and thoroughly review and address identified clinical incidents and complaints and conduct regular clinical reviews and audits in line with MBPH processes. Anaesthetic/ICU M&M Review meetings to be conducted monthly.
- Participate in hospital committees and working groups where appropriate providing reports, feedback and relevant information to peers and executives.
- Ensure appropriate allocation of resources to achieve efficient functioning of the department. The Clinical Director is responsible for anaesthesia/ICU medical workforce cost centres.

Medical Workforce

- In conjunction with the DMS-CCS and Clinical Director (ICU), manage professional and ethical issues relating to medical staff.
- Undertake performance review and professional development planning for subordinate departmental staff within the designated time frames and ensure up to date records of relevant training and certification requirements are maintained.
- Lead the recruitment, selection, appointment and retention of anaesthetic and ICU staff specialists and registrars as required.
- Oversee the senior medical staff roster including theatre, ICU, clinics, on-call and non-clinical duties allocation. Ensuring all departmental rosters are equitable and published in accordance with IR requirements.
- In conjunction with the Medical Workforce Unit, ensure junior medical staff rostering is appropriate across all shifts and meets training requirements.
- Undertake annual workforce analysis of the department to identify current and future workforce needs relating to skill mix, qualifications and skill set.

Education and Training

- Oversee a program of teaching in anaesthesia for junior medical staff, nursing, allied health and undergraduate medical students as required and support research and training activities within the organization.
- Align educational and professional development activities with the strategic direction of the cluster and the organisation.

- Participate in the orientation and induction of incoming staff at the commencement of rotation/employment.
- In conjunction with the Director of Training, ensure opportunities for funding and accreditation of ANZCA/CICM, ACEM, ACRRM/RACGP JMO training positions are identified and maintained.

KEY SELECTION CRITERIA

Essential

- Current registration with the Medical Board of Australia, or ability to gain registration, as a Specialist Anaesthetist.
- Fellowship of the Royal Australian and New Zealand College of Anaesthetists (FANZCA), or ability to gain Fellowship.
- Demonstrated clinical ability commensurate with that expected of a Senior Specialist Anaesthetist in a Victorian public hospital.
- High level communication, interpersonal and negotiation skills, with a demonstrated capacity to function within a multidisciplinary team and to communicate with peers, hospital management and staff to achieve organisational goals and a demonstrated ability to plan and coordinate workload and departmental workforce.
- Evidence of ongoing professional development and participation in quality assurance activities.
- A sound understanding of professional and legislative requirements in a health care setting.

Desirable

- Experience in intensive care/high dependency unit clinical care
- Demonstrated experience in an equivalent clinical leadership or research governance role
- Post-graduate qualifications suitable to the position of Clinical Director.
- Clinical supervision or teaching experience

MANDATORY REQUIREMENTS

National Police Record Check - A current and satisfactory National Police Record Check must be presented prior to commencement at Mildura Base Public Hospital.

Immunisation Requirements - As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Registration with the Medical Board of Australia - Current registration with the Medical Board of Australia must be maintained throughout employment and any restrictions or conditions on practice imposed by the Medical Board of Australia must be notified to Mildura Base Public Hospital by the practitioner.

Credentialing – MBPH credentialing must be granted prior to commencement of duties and maintained throughout employment.

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee, you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.

ACKNOWLEDGEMENT BY EMPLOYEE

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: _____

Employee Signature: _____

Date: _____