

<b>Position holder (title)</b>	Registrar – Anaesthesia
<b>Reports to (title)</b>	Service Director Surgical Services Head of Department RMO Training Supervisors Consultant Specialist Staff Service Leaders and Team Leaders
<b>Location</b>	Hawke's Bay Hospital
<b>Length of Run</b>	Variable 6 – 12 months
<b>Purpose of the position</b>	<ul style="list-style-type: none"> <li>▪ To provide effective and quality appropriate services to the patients presenting to the Anaesthetic department Hawkes Bay Fallen Solders Memorial Hospital under the delegated clinical responsibility of senior medical staff.</li> <li>▪ To receive instruction on medical care from the Senior Medical Staff and to teach and advise House Officers and Trainee Interns rostered to the service.</li> <li>▪ To recognise and support the delivery of the Hawkes Bay Health Sector vision.</li> </ul>
<b>Application</b>	<p>The Anaesthetic service is covered by 21 Specialists and ten Registrars, plus one introductory trainee.</p> <ol style="list-style-type: none"> <li>1. Work closely with the team, provide supervision and share responsibilities where and when appropriate.</li> <li>2. Assist with the assessment and admission of patients under the care of the department. Undertake clinical responsibilities as directed by the Consultant, also organise relevant investigations, ensure the results are followed up, sighted and signed.</li> <li>3. Maintain a high standard of communication with patients, patients' families and staff.</li> <li>4. Specialists want and expect to be in attendance if you have any concerns about a clinical situation. They are required to attend at ANY TIME if requested by the registrar.</li> <li>5. The Registrar is required to CALL FOR CONSULTANT SUPPORT IMMEDIATELY             <ol style="list-style-type: none"> <li>a. When there is an 'at risk' situation</li> <li>b. When the work volume is excessive</li> <li>c. Whenever in need!</li> </ol> </li> <li>6. Attend handover, team and departmental meetings as required.</li> <li>7. Assist with teaching other team members including students and other healthcare professionals.</li> <li>8. The results of all investigations will be signed, actioned appropriate before they are filed in the patients notes.</li> <li>9. The Registrar should at all times be supervised to a level appropriate to their skill and experience and should freely seek advice from their senior colleagues on management of patients. The Supervisor of Training and/or the Head of Department should be approached about any difficulties they may be experiencing.</li> <li>10. Obtain informed consent for procedures within the framework of the Medical Council guidelines.</li> <li>11. This run is recognised as a training position towards vocational training with ANZCA, CICM and ACEM. Under the ANZCA training scheme, HDHB is recognised for 2 years of accredited anaesthesia training and 6 months intensive care.</li> </ol>

<b>Resident and Specialist Cover</b>	<ol style="list-style-type: none"><li>1. Senior staff comprises 25 Anaesthetists</li><li>2. RMO's – Ten Registrars and one introductory trainee</li><li>3. Registrar acute cover is averaged on a one in nine to one in ten (1:9- 1:10) basis.</li><li>4. <b>There is always a rostered on call consultant anaesthetist, the registrar must make contact with the relevant specialist at the start of each elective and acute shift.</b></li></ol>
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# Our shared values and behaviours



## HE KAUANUANU RESPECT *Showing respect for each other, our staff, patients and consumers*

<b>Welcoming</b>	<ul style="list-style-type: none"> <li>✓ Is polite, welcoming, friendly, smiles, introduce self</li> <li>✓ Acknowledges people, makes eye contact, smiles</li> </ul>	<ul style="list-style-type: none"> <li>✗ Is closed, cold, makes people feel a nuisance</li> <li>✗ Ignore people, doesn't look up, rolls their eyes</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>✓ Values people as individuals; is culturally aware / safe</li> <li>✓ Respects and protects privacy and dignity</li> </ul>	<ul style="list-style-type: none"> <li>✗ Lacks respect or discriminates against people</li> <li>✗ Lacks privacy, gossips, talks behind other people's backs</li> </ul>
<b>Kind</b>	<ul style="list-style-type: none"> <li>✓ Shows kindness, empathy and compassion for others</li> <li>✓ Enhances peoples mana</li> </ul>	<ul style="list-style-type: none"> <li>✗ Is rude, aggressive, shouts, snaps, intimidates, bullies</li> <li>✗ Is abrupt, belittling, or creates stress and anxiety</li> </ul>
<b>Helpful</b>	<ul style="list-style-type: none"> <li>✓ Attentive to people's needs, will go the extra mile</li> <li>✓ Reliable, keeps their promises; advocates for others</li> </ul>	<ul style="list-style-type: none"> <li>✗ Unhelpful, begrudging, lazy, 'not my job' attitude</li> <li>✗ Doesn't keep promises, unresponsive</li> </ul>

## ĀKINA IMPROVEMENT *Continuous improvement in everything we do*

<b>Positive</b>	<ul style="list-style-type: none"> <li>✓ Has a positive attitude, optimistic, happy</li> <li>✓ Encourages and enables others; looks for solutions</li> </ul>	<ul style="list-style-type: none"> <li>✗ Grumpy, moaning, moody, has a negative attitude</li> <li>✗ Complains but doesn't act to change things</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>✓ Always learning and developing themselves or others</li> <li>✓ Seeks out training and development; 'growth mindset'</li> </ul>	<ul style="list-style-type: none"> <li>✗ Not interested in learning or development; apathy</li> <li>✗ "Fixed mindset, 'that's just how I am', OK with just OK</li> </ul>
<b>Innovating</b>	<ul style="list-style-type: none"> <li>✓ Always looking for better ways to do things</li> <li>✓ Is curious and courageous, embracing change</li> </ul>	<ul style="list-style-type: none"> <li>✗ Resistant to change, new ideas; 'we've always done it this way'; looks for reasons why things can't be done</li> </ul>
<b>Appreciative</b>	<ul style="list-style-type: none"> <li>✓ Shares and celebrates success and achievements</li> <li>✓ Says 'thank you', recognises people's contributions</li> </ul>	<ul style="list-style-type: none"> <li>✗ Nit picks, criticises, undermines or passes blame</li> <li>✗ Makes people feel undervalued or inadequate</li> </ul>

## RARANGA TE TIRA PARTNERSHIP *Working together in partnership across the community*

<b>Listens</b>	<ul style="list-style-type: none"> <li>✓ Listens to people, hears and values their views</li> <li>✓ Takes time to answer questions and to clarify</li> </ul>	<ul style="list-style-type: none"> <li>✗ 'Tells', dictates to others and dismisses their views</li> <li>✗ Judgmental, assumes, ignores people's views</li> </ul>
<b>Communicates</b>	<ul style="list-style-type: none"> <li>✓ Explains clearly in ways people can understand</li> <li>✓ Shares information, is open, honest and transparent</li> </ul>	<ul style="list-style-type: none"> <li>✗ Uses language / jargon people don't understand</li> <li>✗ Leaves people in the dark</li> </ul>
<b>Involves</b>	<ul style="list-style-type: none"> <li>✓ Involves colleagues, partners, patients and whanau</li> <li>✓ Trusts people; helps people play an active part</li> </ul>	<ul style="list-style-type: none"> <li>✗ Excludes people, withholds info, micromanages</li> <li>✗ Makes people feel excluded or isolated</li> </ul>
<b>Connects</b>	<ul style="list-style-type: none"> <li>✓ Pro-actively joins up services, teams, communities</li> <li>✓ Builds understanding and teamwork</li> </ul>	<ul style="list-style-type: none"> <li>✗ Promotes or maintains silo-working</li> <li>✗ 'Us and them' attitude, shows favouritism</li> </ul>

## TAUWHIRO CARE *Delivering high quality care to patients and consumers*

<b>Professional</b>	<ul style="list-style-type: none"> <li>✓ Calm, patient, reassuring, makes people feel safe</li> <li>✓ Has high standards, takes responsibility, is accountable</li> </ul>	<ul style="list-style-type: none"> <li>✗ Rushes, 'too busy', looks / sounds unprofessional</li> <li>✗ Unrealistic expectations, takes on too much</li> </ul>
<b>Safe</b>	<ul style="list-style-type: none"> <li>✓ Consistently follows agreed safe practice</li> <li>✓ Knows the safest care is supporting people to stay well</li> </ul>	<ul style="list-style-type: none"> <li>✗ Inconsistent practice, slow to follow latest evidence</li> <li>✗ Not thinking about health of our whole community</li> </ul>
<b>Efficient</b>	<ul style="list-style-type: none"> <li>✓ Makes best use of resources and time</li> <li>✓ Respects the value of other people's time, prompt</li> </ul>	<ul style="list-style-type: none"> <li>✗ Not interested in effective user of resources</li> <li>✗ Keeps people waiting unnecessarily, often late</li> </ul>
<b>Speaks up</b>	<ul style="list-style-type: none"> <li>✓ Seeks out, welcomes and give feedback to others</li> <li>✓ Speaks up whenever they have a concern</li> </ul>	<ul style="list-style-type: none"> <li>✗ Rejects feedback from others, give a 'telling off'</li> <li>✗ 'Walks past' safety concerns or poor behaviour</li> </ul>

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Tauwhiro

Rāranga te tira

He kauanuanu

Akina

## Key Accountabilities

### CLINICAL RESPONSIBILITIES AND WORK SCHEDULES

- Pre-assessment of patients for anaesthesia and surgery, administration of anaesthesia, (both general and regional) supervision of recovery from anaesthesia and involvement with postoperative care particularly with the management of acute post operative pain.
- Taking an active part in facilitating the Acute Pain Service and monitoring patients out of hours and at weekends.
- The provision of epidural service to the Maternity Unit.
- The rostered registrar will attend the Obstetric Handover Meeting at 0800 each day and review and discuss and patients of concern with the on call anaesthetist.
- Attending trauma calls and assisting with acute resuscitation in the hospital.
- Participation in an on-call roster providing out of hours cover for the Department of Anaesthesia.
- The Registrar shall attend clinical meetings including morbidity and mortality meetings, continuing medical education meetings and journal clubs and will be expected to contribute or present to these meetings as requested by their consultant.
- At the direction of the Clinical Director assist with operational research and audit in order to enhance the performance of the service.

### TRAINING AND EDUCATION

#### PROTECTED TIME:

Four hours of protected teaching and learning time is provided per week for full-time registrars. The department runs a dedicated part-one teaching program relevant to ANZCA and CICM primary examinations, registrars who require this teaching will be rostered out of theatre duties during this time. Those who have already completed these examinations will be assigned another time for self-directed study. Occasionally, due to acute service shortages or high demand for primary exam teaching, a registrar may be asked to cover the epidural service or acute pain round while attending teaching but will be compensated appropriately. If there is enough demand a part two examination program can be instituted.

The Registrar will participate in Quality Assurance programmes such as Clinical Audits etc.

The Registrar shall attend clinical meetings as identified on the relevant service schedule including monthly CME update and morbidity and mortality meetings.

### ASSESSMENT

Performance reviews are done every 3 - 6 months. All consultants are involved in the reviews and formal feedback to registrars is given by the Supervisor of Training +/- Head of Department (HoD)

- The registrar will meet with the Supervisor of Training at the start of run to identify goals and discuss responsibilities.
- For ANZCA trainees this should be documented using the online supervisor's reports and they should keep a record of their training as required by the College.
- Registrars not enrolled on the ANZCA training programme will maintain a record of their training. All Registrars who are registered under the general scope of practice who are not on a vocational training programme will be required to join the "bpacnz Recertification Programme" at recertification time [when their Annual Practising Certificate is due for renewal]; through this programme they will be required to complete:
  - a Professional Development Plan (it is understood that a 'Career Development Plan' would fulfill the same function)
  - 20 hours of CME
  - 10 hours of Peer review
  - a Clinical Audit
  - The required number of meetings with the nominated Collegial Relationship Provider (six in the first year and four in subsequent years)

Please note that whether the Registrar is on a vocational training programme or is a non-trainee, if any deficiencies are identified during the clinical attachment, the supervising consultant will discuss these with the Registrar at the time (preferably no later than two thirds of the way through the run), and make a plan to correct or improve performance.

Serious problems with clinical performance will be managed as follows:

- ANZCA Trainees concerns will be identified by the supervising consultant to the trainee's educational supervisor and the service director to ensure that all local HR policies and frameworks are adhered to.

- Non-trainees will be identified by the supervising consultant to:
  - the head of department and
  - the service director to ensure that all local HR policies and frameworks are adhered to.

The Health Workforce New Zealand (HWNZ) and the Resident Doctor's Association (RDA) have worked together to produce career planning forms (CDPF) and Vocational Career Design guidelines. A supervision report form is required to be completed at the end of each clinical attachment:

Hawkes Bay DHB has developed a document to help the registrar determine their career plans and options:

Copies of all assessments should be forwarded to Human Resources for filing

**It is the individual registrar's responsibility to maintain and complete these assessment and reporting requirements in a timely manner.**

## DOCUMENTATION + CORRESPONDENCE

Registrars are required to fully document patient care.

- All patients are to have current records of relevant clinical history, clinical assessment investigations, treatment plan and documented discharge plan
- Detailed documentation of surgical procedures.
- Use telephone dictating system
- All case notes entries are to be clearly legible, dated, timed and signed.
- Documentation of the Specialist involved in establishing the management plan
- Ensure discharge summaries are completed **prior to discharge**.
- Certification of deceased as required by NZ Police.

## HOURS OF WORK

Weekly Hours	=	161.5 hours over 8 weeks
Evening shift	=	50 hours over 8 weeks
Weekend Hours	=	25 hours over 8 weeks
Nights	=	50 hours over 8 weeks
Weekend Nights	=	25 hours over 8 weeks
TOTAL	=	311.5 hours over 8 weeks
Extra hours/Relief	=	167.5 hours over 8 weeks
<b>Total:</b>		<b>59.9 hours over 8 weeks (=Cat C)</b>

Normal Day: Mon – Fri 0800hrs – 1730hrs  
 Evening: Mon – Fri 1300hrs - 2300hrs  
 Weekend: Sat – Sun 0800hrs-2030hrs  
 Nights: Mon – Friday 2230hrs-0830hrs  
 Weekend Nights: Sat – Sun 2000hrs-0830hrs

### COVER FOR LEAVE

Cover for leave is provided by the Reliever(s).

### RELIEVER

This run has a designated reliever who provides cover for planned and short notice cover. This is paid by allowance averaged across the Roster period.

### Introductory training

During the first 6 months of anaesthesia training the introductory trainee will work only during week days with 1:1 consultant supervision so these hours of work do not apply. This trainee will be paid category D.

### Planned Leave

he department encourages registrars to apply for leave with as much notice as possible, preferably before the start of the run and before the roster is written. Notification of whether leave has been approved will be given within 2/52 as per MECA. Apply early. 1 person can be authorised prior to roster being written. The remainder as held within roster written.

Periods of leave shall not be used in determining hours worked.

### Unexpected leave

If a registrar is unable to attend duties at short notice (eg. due to sickness) the registrar is required, as soon as the situation is apparent to leave a message with the Department, who will liaise with the clinical staff to help to arrange appropriate cover.

### Work Schedules

**The department is committed to where possible, tailoring the day-to-day clinical duties to the individual registrars needs and abilities, within the constraints of the department.** The current after hours' template provides an indication of hours worked per week and guides run category and pay band. In order to accommodate and approve leave in a flexible way, especially around exams and the Christmas/summer period, there will be times when the after hours pattern will deviate from the template. The total number of after-hours shifts over a 3 to 6 month period will remain the same and the pattern of shifts will comply with the RDA MECA. A lot more leave can be accommodated if we work in this fashion.

### Rosters

Rosters shall not be rewritten unless there is a permanent change in the numbers of RMO's on the roster.

### Alterations

Subject to agreement by the two thirds majority of RMOs, the Clinical Director and Supervisor of Training the above hours of work may be subject to alteration.

### Reliever

There are two relief weeks within the roster template, this extra payment will be accommodated into the weekly salary of those participating in the after hours roster.

### Timesheets

Electronic timesheets must be authenticated through the Payroll system – PAL\$

## OCCUPATIONAL HEALTH & SAFETY

### Tasks (how it is achieved):

- Displays commitment through actively supporting all health and safety initiatives.
- Ensures all staff/colleagues maintain adequate safety standards on the job through consultation, training and supervision.
- Ensures own and others safety at all times.
- Complies with policies, procedures and safe systems of work.
- Reports all incidents/accidents, including near misses in a timely fashion.
- Is involved in health and safety through participation and consultation.

### How it will be measured (KPI):

- Evidence of participation in health and safety activities.
- Demonstrates support of staff/colleagues to maintain safe systems of work.
- Evidence of compliance with relevant health and safety policies, procedures and event reporting.

## Key Competencies

## CUSTOMER SERVICE

<p><b>Tasks (how it is achieved):</b></p> <ul style="list-style-type: none"> <li>▪ Open and responsive to customer needs.</li> <li>▪ Demonstrate an understanding of continuous quality improvement.</li> </ul>	<p><b>How it will be measured (KPI):</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrates a commitment to customer service and continuous quality improvement, through interaction with patient/clients and other customers.</li> <li>▪ Identifies customer needs and offers ideas for quality improvement.</li> <li>▪ Effective management of customers/situations.</li> </ul>
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ENGAGING EFFECTIVELY WITH MĀORI	
<b>Tasks (how it is achieved):</b> <ul style="list-style-type: none"> <li>▪ Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori</li> <li>▪ Is visible, welcoming and accessible to Māori consumers and their whānau</li> <li>▪ Actively engages in respectful relationships with Māori consumers and whānau and the Māori community</li> <li>▪ Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience</li> <li>▪ Actively facilitates the participation of whānau in the care and support of their whānau member</li> </ul>	<b>How it will be measured (KPI):</b> <ul style="list-style-type: none"> <li>▪ Accelerated health outcomes for Maori</li> <li>▪ Evidence of positive feedback from Māori consumers and whānau, and colleagues</li> <li>▪ Evidence of collaborative relationships with Māori whānau and community/organisations</li> <li>▪ Evidence of whānau participation in the care and support of their whānau member</li> </ul>

HEALTH AND SAFETY STATEMENT
<ul style="list-style-type: none"> <li>▪ Takes reasonable care of your own health and safety</li> <li>▪ Ensures that your actions or omissions, do not adversely affect the health and safety of other persons</li> <li>▪ Complies with reasonable instructions given by HBDHB</li> <li>▪ Co-operates with health and safety policies or procedures</li> </ul>

#### Essential and Desirable Criteria: Qualifications / Skills / Experience

Essential	
Engaging Effectively with Māori	<ul style="list-style-type: none"> <li>▪ Demonstrates the ability to engage effectively with Māori consumers (patients/families/whanau)</li> <li>▪ Demonstrates ability to apply the Treaty of Waitangi within the Service</li> </ul>
Experience (technical and behavioural)	<ul style="list-style-type: none"> <li>▪ <b>Values &amp; Behaviours:</b> Shows commitment to, and demonstrates the behaviours of the health sector: <ul style="list-style-type: none"> <li>- <b>He kauanuanu</b> Showing respect for each other, our staff, patients and consumers – <b>this means I actively seek to understand what matters to you.</b></li> <li>- <b>Ākina</b> Continuously improving everything we do – <b>this means that I actively seek to improve my service.</b></li> <li>- <b>Rāranga te tira</b> Working together in partnership across the community – <b>this means I will work with you and your whanau on what matters to you.</b></li> <li>- <b>Tauwhiro</b> Delivering high quality care to patients and consumers – <b>this means I show empathy and treat you with care, compassion and dignity</b></li> </ul> </li> </ul>

#### Recruitment Details

Position Title	Registrar – Anaesthetic
Salary & Employment Agreement Coverage	In accordance with the Resident Medical Officers Multi Employer Collective Agreement (MECA) according to qualifications and experience.
Date	June 2018