

# Te Whatu Ora

## Health New Zealand

### Counties Manukau

#### POSITION DESCRIPTION

### Consultant Anaesthetist

This role is considered a **non-core children's worker** and will be subject to safety checking as part of the Vulnerable Children Act 2014

Position Holder's Name: .....

Position Holder's Signature: .....

Manager/Supervisor's Name: .....

Manager/Supervisor's Signature:

.....

Document ID:	A1780761	Version:	2
Department:	Department of Anaesthesia and Pain Medicine	Last Updated:	10/04/2025
Document Owner:	Service Manager	Next Review Date:	10/04/2027
Approved by:	Anaesthetic Executive	Date First Issued:	January 2013
Health NZ Te Whatu Ora Counties Manukau			



## Our Strategic Goal

*We care about achieving health equity for our community.*

Together, the Counties Manukau health system will work with others to achieve equity in key health indicators for Māori, Pacific and communities with health disparities.

We will measure the impact we have on healthy life years every year. This is our commitment to act and be deliberate in our choices and priorities.

This means that people will live longer healthier lives in the community.

## Our Shared Values

### Kind

Care for other people's wellbeing.

### Excellent

Safe, professional, always improving.

### Valuing everyone

Make everyone feel welcome and valued.

### Together

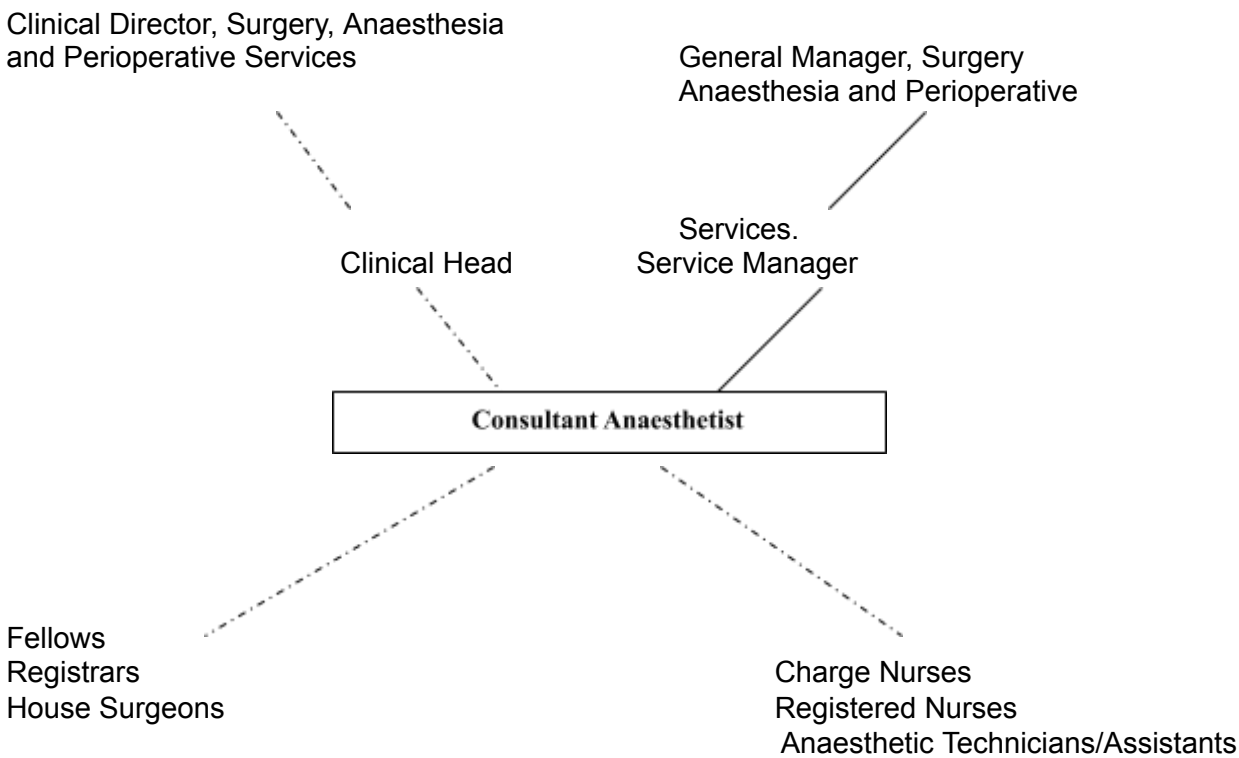
Include everyone as part of the team.



PURPOSE OF THE POSITION

- This position is responsible for
- To provide specialist clinical anaesthetic consultancy/professional support to the acute and elective services at Health NZ Te Whatu Ora Counties Manukau.
  - To provide clinical consultation with those patients identified as requiring specialist assessment and management.
  - To promote best practice management of anaesthesia by providing safe and efficient anaesthesia services.
  - To review, develop and implement professional medical standards of anaesthesia practice and competence in the inpatient and outpatient settings at Health NZ Te Whatu Ora Counties Manukau.
  - To deliver on the service’s required outcomes through active engagement in the clinical partnership model with the Clinical Head.
  - To ensure that care is provided to patients through a coordinated continuum of care

PLACE IN THE ORGANISATION



Line of Accountability

- Administrative relationship —————
- Collegial/professional relationships - - - - -

## NATURE AND SCOPE OF RESPONSIBILITIES

Key Accountabilities	Standards / Achievements
<p><b>Routine Activities include the provision of perioperative anaesthesia and pain services and non-clinical duties.</b></p>	<ul style="list-style-type: none"> <li>• The anaesthetist with assigned responsibility for the provision of anaesthesia services for a session, is required to attend as detailed in the departmental rosters and will be accountable for clinical sessions commencing at the agreed time.</li> <li>• Each anaesthesia session is deemed to be 5 hours inclusive of all associated activities (as listed below), when averaged over a roster cycle.</li> <li>• Session Definition - Minimum number of sessions is 4 per week. 1 half day duty (half day surgical list or equivalent) = 1 session. 1 whole day duty (whole-day surgical list or equivalent) = 2 sessions. The minimum number of sessions if on the call roster is 5 sessions per week, at the Clinical Heads discretion.</li> <li>• 'Call' means all call (except PCU) at the Clinical Heads discretion.</li> <li>• You will be provided with your Workbook outlining your clinical and non-clinical activities schedule, including salary, any allowances and other financial benefits, quarterly.</li> <li>• When providing anaesthesia services, the consultant is accountable for complying with all relevant protocols, standards, and guidelines.</li> </ul>

<b>Clinical Duties</b>	<ul style="list-style-type: none"><li>• The anaesthetist will be accountable for clinical decisions relating to treatment programmes, oversight and review of clinical activities, effective liaison with other treatment staff, use of resources within agreed protocols and guidelines, decisions concerning transfer, ensuring that an appropriate care programme is in place.</li><li>• The anaesthetist will be accountable for ensuring that clinical sessions start on time.</li><li>• Anaesthesia for Elective and acute surgery are delivered at either the Middlemore</li></ul>
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Key Accountabilities	Standards / Achievements
	<p>Hospital site, or Manukau Surgery Centre and are communicated through the department roster.</p> <ul style="list-style-type: none"> <li>• Obstetric anaesthesia and analgesia.</li> <li>• Acute and complex pain.</li> <li>• Diagnostic and interventional radiology.</li> <li>• Preoperative assessment of surgical patients</li> <li>• Medical procedures.</li> <li>• Perioperative Care Unit (PCU) at Manukau Surgery Centre.</li> <li>• Pre-operative assessment of patients.</li> <li>• Post-operative review of patients in the ward where appropriate.</li> <li>• Transfers to Critical Care Complex (CCC) and High Dependency Unit.</li> <li>• Supervision of patients in the Post Anaesthetic Care Unit (PACU) and participation in their post-operative management as required.</li> <li>• Review of proposed management (in consultation with other appropriate health professionals as required).</li> <li>• Obtaining informed consent in accordance with guidelines.</li> <li>• Associated documentation, maintenance of records, case notes and transfer of care notes.</li> <li>• Teaching and supervision of trainees</li> <li>• Safe and effective pain relief/management services to patients at CM Health's hospitals.</li> <li>• Follow up of all patients under the care of the acute pain service</li> </ul>
<p><b>Non-Clinical Duties (NCD)</b></p>	<p>The following duties, which are not directly associated with patient care events, are included in the routine work requirements and expected to be done on-site:</p> <ul style="list-style-type: none"> <li>• Continuing Professional Development with participation in, and fulfilment of, the requirements of a recognised Anaesthesia College CPD programme.</li> <li>• Attendance at activities supported by the organisation will be in accord with service direction and requirements, and will be agreed with the Clinical Head and Service</li> </ul>



Key Accountabilities	Standards / Achievements
	<p>Manager.</p> <ul style="list-style-type: none"> <li>● Attendance at scheduled departmental education, morbidity and mortality and business meetings.</li> <li>● Audit and quality improvement activities</li> <li>● Clinical pathway and guideline development.</li> <li>● Teaching of medical students, anaesthesia trainees, nurses and anaesthetic technicians and assistants, including preparation time.</li> <li>● Supervision and oversight of others as required.</li> <li>● Service or department administration and/or development.</li> <li>● Credentialing and performance review</li> <li>● Clinical Research.</li> <li>● Other activities may be negotiated and jointly agreed with the Clinical Head, from time to time.</li> <li>● There are also rostered non-clinical sessions associated with participating in the after-hours call roster, which may be spent outside the hospital but remain CM Health time.</li> </ul>
<p><b>After Hours Call Back &amp; Required Attendance Duties</b></p>	<ul style="list-style-type: none"> <li>● Acknowledgment is made of the necessity to limit hours of work to minimise the impact of fatigue on the clinical performance and health of the anaesthetist.</li> <li>● The anaesthetist is required to participate in the acute out of hours and call back roster. This involves a mixture of required attendance in the hospital out of normal working weekday hours and being available for call back if necessary. A roster for this work will be provided by the department at least 2 months in advance. Detailed information is provided in the department roster.</li> </ul>
<p><b>Professional Responsibilities</b></p>	<p>Clinical Supervision</p> <ul style="list-style-type: none"> <li>● Clinical supervision is defined in the broadest sense as general oversight of clinical activities which may include but may not be limited to:</li> <li>● Oversight of clinical activities.</li> <li>● Direct supervision of clinical care.</li> </ul>



	<ul style="list-style-type: none"><li>• Participation in case review and referral</li></ul>
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Key Accountabilities	Standards / Achievements
	<p>meetings.</p> <ul style="list-style-type: none"> <li>● Availability for consultation with other staff.</li> <li>● Allocation and review of referrals</li> <li>● Consulting with other specialists</li> <li>● Supervision of follow-up programmes.</li> <li>● There will be a contribution to the general and ongoing professional development of all clinical staff within service-based activities.</li> <li>● Service Development</li> <li>● The anaesthetist will contribute (in conjunction with the Clinical Head) to the development of the range and quality of services provided, in accord with best practice models and evidence regarding effectiveness. Key activities include: <ul style="list-style-type: none"> <li>● Recruitment and orientation of clinical staff within the service, in partnership with the Clinical Head/Service Manager and the Talent Acquisition team.</li> <li>● Developing clinical audit process and procedures.</li> <li>● Providing clear focus and expectations for performance of clinical staff through development of objectives and goals that reflect best anaesthetist practice and enable the service to meet Business Plan standards and legislative requirements.</li> <li>● Planning future clinical staff human resource needs with the Clinical Head, Service Manager and General Manager (and Professional Leaders where appropriate).</li> <li>● Consultation and advice will be provided in all matters relating to service development and standards of practice.</li> </ul> </li> </ul>
<b>Clinical Leadership</b>	<ul style="list-style-type: none"> <li>● The anaesthetist plays a central role in the function of the team. A lead role is expected in</li> <li>● regard to developing, implementing and reviewing systems for assessment and for the</li> <li>● delivery of care, with a focus on outcomes in the following areas: <ul style="list-style-type: none"> <li>● Providing a model of good practice clinically.</li> <li>● Promoting discussion and review of clinical assessments and plans</li> </ul> </li> </ul>



Key Accountabilities	Standards / Achievements
	<ul style="list-style-type: none"> <li>● Encouraging comprehensive clinical formulations and action plans based upon these.</li> <li>● Encouraging and modelling use of best practice, problem solving, and communication ensuring professional delivery of quality care.</li> <li>● Reporting cases/incidents which, in his/her opinion, may warrant the attention of the Clinical Head.</li> </ul>
<b>Performance Assessment</b>	<ul style="list-style-type: none"> <li>● Anaesthetists are accountable for their own professional development annually through ongoing participation in activities to maintain and enhance standards of practice (including peer review, attendance at Clinical Medical Education (CME) meetings, academic activities, and individual review and appraisal of evidence in regard to service provision and patient care).</li> <li>● Attendance at particular activities supported by the organisation will be in accord with service direction and requirements, and will be agreed with the Clinical Head and Service Manager</li> </ul>
<b>Support Staff</b>	<ul style="list-style-type: none"> <li>● Staffing levels for support staff will be planned and determined by the General Manager in consultation with the Clinical Head and Group Clinical Director, (and taking into account appropriate guidelines from the Australian and New Zealand College of Anaesthetists) and in accordance with standards and safety levels agreed by the Clinical Board. This is with particular reference to:</li> <li>● Junior medical staff coverage of evenings and weekends, and nights to ensure safe practices.</li> <li>● Anaesthetic Technician/ Anaesthetic Assistant support and assistance with clinical tasks, and with maintenance of anaesthetic equipment.</li> <li>● Appropriately skilled nursing staff to care for patients during their recovery from anaesthesia, and for assistance with acute pain service</li> </ul>

	<ul style="list-style-type: none"> <li>• Appropriate administrative and secretarial support.</li> </ul>
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Key Accountabilities	Standards / Achievements
<b>Cultural Safety &amp; Diversity</b>  <b>Commitment to the principles of Treaty of Waitangi</b>  <b>Honouring Diversity</b>	<ul style="list-style-type: none"> <li>• Respect, sensitivity, cultural awareness is evident in interpersonal relationships.</li> <li>• Our differences are acknowledged by respecting spiritual beliefs, cultural practices and lifestyle choices.</li> </ul>
<b>Utilise Information Technology</b>	<ul style="list-style-type: none"> <li>• Demonstrate ability to access and use available clinical information systems.</li> <li>• Is conversant with applications required for specific discipline/role. For example, i.PM, Concerto, Outlook, etc.</li> <li>• Maintains own professional development by attending relevant IT educational programmes.</li> </ul>

## COMMUNICATION AND INTERPERSONAL SKILLS

Will be required to interact on a regular basis with a range of Health NZ Te Whatu Ora Counties Manukau staff members including:

- Medical/Surgical colleagues
- Anaesthetic Trainees
- Midwives
- Managers
- Allied Health professionals, especially Anaesthetic Technicians
- Registered Nurses
- Health Care Assistants
- Laboratories
- Department Secretary and Personal Assistant to Clinical Head and Service Manager

Externally there will be contact with:

- Patient Whanau
- General Practitioners and other members of the patients care delivery team.
- Other District Health Board staff

## **PROBLEM COMPLEXITY**

You will be regularly challenged by a wide range of clinical, professional and interpersonal events. There will be a requirement to be able to prioritise issues and negotiate time frames, while still providing a quality customer service. The range of problems will be diverse and require solutions customised to meet the circumstances of the patient, whanau and team. Therefore, opportunities will arise to provide innovative options based on proven outcomes. In conflict situations, will be required to exercise sound judgement, negotiation and persuasiveness skills, toward facilitating a workable outcome. Situations may often call for tact, diplomacy and will require information to be handled in a discreet and sensitive manner.

There will be demands to meet deadlines, maintain accuracy and quality of information. Failure to do so could impact on the organisation in terms of patient harm and professional obligations.

You will refer to Clinical Head and/or Service for advice or second opinion.

## **SCOPE FOR ACTION**

You are empowered to make decisions or recommendations relating to clinical practice. You are encouraged to use initiative and problem-solving skills to develop innovative approaches to issues. Discretion is required to be exercised in releasing confidential information to the appropriate parties.

## **STATUTORY OBLIGATIONS**

Specialists are responsible to ensure that procedures involving patients meet statutory requirements and are ethical and clinically appropriate.

## **DIMENSION OF THE POSITION**

You will be responsible to the Clinical Head for the achievement of agreed clinical and professional objectives, and responsible to the Service Manager for all non-clinical and professional responsibilities. You will operate within the confines of Health NZ Te Whatu Ora Counties Manukau.

## **POSITIONS REPORTING IN THIS ROLE (numbers)**

**Directly (numbers):**       None

**Indirectly (numbers):**   All clinical and anaesthesia support staff (*l.e. who will you give tasks to?*)

**PERSON SPECIFICATIONS (requirements for the role)**

	Minimum	Preferred
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Post Graduate qualification or experience appropriate to achieving vocational registration as a Specialist Anaesthetist with the MCNZ</li> </ul>	<ul style="list-style-type: none"> <li>• Fellowship of the Australian and New Zealand College of Anaesthetists.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience in areas of anaesthesia.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in areas of anaesthesia relevant to the CM Health service requirements.</li> </ul>
<b>Skills/Knowledge/Behaviour</b>	<ul style="list-style-type: none"> <li>• Registration as a specialist with the Medical Council of NZ</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to operate in a team environment.</li> <li>• Personal sincerity and integrity</li> <li>• Demonstrable commitment to the service values.</li> <li>• High levels of initiative and motivation, and a willingness to generate quality outputs.</li> <li>• Speaks and writes effectively getting the message across, according to the needs of different people.</li> <li>• Listens actively to others and responds appropriately.</li> <li>• A high standard of personal work ethic, time management skills and the ability to work autonomously.</li> <li>• Proven ability to initiate and manage change. Proven ability to lead a group of people to meet agreed goals.</li> </ul>	

	<ul style="list-style-type: none"><li>● Proven ability to meet timeframes.</li><li>● Proven ability to communicate effectively through both written and oral communication, including formal presentations.</li><li>● Proven ability to give constructive criticism to other medical staff in relation to performance when needed.</li><li>● Proven ability to develop the potential of others.</li></ul>	
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## HEALTH AND SAFETY ACCOUNTABILITIES (Management roles)

Health and Safety (H&S) is a key accountability of all Health NZ Te Whatu Ora Counties Manukau staff.

### All CM Managers are responsible to:

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#### Zero harm

- Engage in safe workplace practices and manage the health and safety of your employees and other people in the workplace
  - Engage in safe work practices
  - Ensure all Incidents involving staff are reported, investigated and any corrective actions are completed and closed off when completed in the Incident reporting system in line with CM Health Policies and Procedures
  - Ensure all corrective activities are completed and controls are reviewed after incidents
  - Ensure all staff are Inducted/Oriented to the division/service/work area and recorded in the OneStaff database and participate in Occupational Health and Safety matters
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#### Risk management

- Manage all hazards, risks and incidents in the workplace by identifying, evaluating, reporting and controlling them effectively by maintaining a Hazard and Risk Register that is reviewed and kept up to date on an ongoing basis
  - Stop work where there is an immediate risk of serious harm and escalate to the appropriate manager
  - Maintain Occupational Health of employees due to workplace hazardous exposures
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#### Safety Management System Requirements

- Ensure you and the employees understand and follow Health NZ Te Whatu Ora Counties Manukau's Occupational Health and Safety policies and Health and Safety regulations, what your responsibilities are under the policies and implement these
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requirements effectively into your work area

- Manage the work area's risk profile and how these relate to the corporate risk profile and implement and resource mitigation controls
- Engage your employees to participate in Occupational Health and Safety matter.

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**Work safely**

- Report for duty in a fit state, free from the influence of alcohol or other drugs
  - Provide and wear the necessary Personal Protective Equipment for yourself and your staff when undertaking specific activities, or when in nominated areas
  - Ensure procedures are in place for clinical and plant equipment to be operated safely
  - Participate in relevant safety training, manage and maintain safety related competencies for yourself and your employees
  - Be in possession of required and current Certificates of Competency (If relevant to your position)
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## **HEALTH AND SAFETY ACCOUNTABILITIES (non-management roles)**

Health and Safety (H&S) is a key accountability of all Health NZ Te Whatu Ora Counties Manukau staff. All CM Health Employees are responsible to:

specific activities, or when in nominated areas

- Operate clinical or plant equipment safely
- Participate in relevant safety training, and maintain safety related competencies
- If relevant to your position, be in possession of required and current Certificates of Competency