Position Description

Position title:	Consultant Anaesthetist
Department:	Anaesthetics
Classification:	as per Award
Agreement:	AMA Victoria – Victorian Public Health Sector – Medical Specialists Enterprise Agreement 2022-2026
Reporting to:	Director of Anaesthesia

About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is **'Creating healthier futures for women and babies'**. Our values are:



The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

About the department/unit

The Anaesthetic Department at the Royal Women's Hospital in Melbourne is one of the largest specialist obstetric anaesthetic departments in Australia.

It has a national reputation for its clinical care, research and training.

Position purpose

Provide high quality clinical Anaesthetic services through provision of elective and emergency care in the in-hours and out-of-hours periods. Participate in the unit activities designed to facilitate a cycle of continuous quality improvement to ensure the best possible standard of care is delivered and in the training requirements of students and trainees.

Key responsibilities

Provision of Direct clinical care

- To lead by example in delivering high quality clinical care to women using RWH services
- Provide anaesthesia and related clinical services to public and private patients of The Royal Women's Hospital and Frances Perry where required.
- Participate in the out-of-hours on call roster on weeknights, public holidays and weekends as rostered
- While on call the consultant is to be exclusively available to the Royal Women's Hospital and be able to attend as clinically required within 30 minutes usual travel time.
- To ensure that consultations, treatment plans and other aspects of care delivered are rigorously documented to support ongoing care and communication and to meet medico-legal requirements
- To ensure that the care of all patients is handled over or other suitable arrangements for follow up, including follow up of results, are in place whenever leaving the Hospital or going "off call"
- To ensure continuity of care by identifying and communicating promptly with other practitioners including community general practitioners
- To be accountable for all care delivered by junior medical staff with delegated responsibility during periods of duty
- Manage incidents, adverse events and complaints in conjunction with the Anaesthetic Department leadership and the Quality and Safety Unit

Practice improvement, research and service development

- To promote and maintain exemplary standards of clinical practice to ensure the provision of high quality services to patients
- To participate in the development, implementation and revision of treatment protocols and clinical guidelines to promote and ensure best practice standards
- To participate in the clinical quality assurance and peer review activities of the Department
- To participate in the research activities of the Department and help further develop research capabilities within the Department
- To ensure that consumer input is welcomed and encouraged

Education, Training and Professional Development

- To ensure awareness of clinical experience and proficiency of junior medical staff delegated to deliver care and provide direct supervision as necessary
- To participate in clinical teaching of junior medical staff and medical students, including involving students in clinical care, subject to consent of patients concerned
- To assist in the instruction and professional development of post graduate and undergraduate students of all health professionals and disciplines
- To participate as agreed in mentoring a specific member of junior medical staff
- To maintain participation in ongoing Australia New Zealand College of Anaesthetics clinical professional development program
- To participate in hospital provided professional development activities and keep up to date with relevant developments in clinical and hospital practice.

Administrative Responsibilities

- To participate in meetings required to manage the service and communicate with team members
- To participate in meetings as delegated and reasonably required by the Service Directors to facilitate appropriate service management and development in the Hospital
- To take on specific portfolio management as may be reasonably required by the Director of Anaesthesia.
- To take part in administrative duties as may be reasonably required by the Director if Anaesthesia
- To maintain ongoing medical registration and medical indemnity
- To ensure that up to date contact details are notified to the designated staff member responsible for maintaining medical contact information.
- To take annual leave or conference leave only after allocation and approval. This must occur with sufficient lead time to allow for arrangement of cover or cancellation of clinic work (usually at least four weeks in advance)
- To take annual leave within 18 months of its accrual, except where other arrangements are negotiated; this would usually mean no more than six weeks annual leave should be accrued.

Key Performance Indicators (KPI's)

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

Key selection criteria

- The consultant will be a fellow of the Australia New Zealand College of Anaesthetics or equivalent, registered or eligible for registration with the AHPRA.
- The consultant will have proven clinical skills and experience.
- The consultant will be an anaesthetist meeting the above criteria, appointed by the Board of the hospital.
- The Appointee will be responsible to the Director of Anaesthesia for such anaesthetic and related services as allocated

Organisational Relationships

Internal relationships

- Director of Anaesthetics
- Director (Medical) of Women's Health
- Chief Operating Officer
- Chief Medical Officer
- Members of the Executive
- Department Heads and Unit Managers
- Medical, Nursing and Allied Health Staff

External relationships

- Women, their families and friends using the services of The Royal Women's Hospital
- Australian and New Zealand College of Anaesthetics
- Referral providers

Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Frequent
Sitting – remaining in a seated position to complete tasks	Occasional
Standing- remaining standing without moving about to perform tasks	Frequent
Walking – floor type even, vinyl, carpet,	Frequent
Lean forward/forward flexion from waist to complete tasks	Occasional
Trunk twisting – turning from the waist to complete tasks	Occasional
Kneeling – remaining in a kneeling position to complete tasks	Rare
Squatting/crouching – adopting these postures to complete tasks	Rare
Leg/foot movement to operate equipment	Rare
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Occasional
Lifting/carrying – light lifting and carrying less than 5 kilos	Occasional
– Moderate lifting and carrying 5 – 10 kilos	Rare
– Heavy lifting and carrying – 10 – 20 kilos.	Rare
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Occasional
– moderate push / pull forces 10 – 20 kg	Occasional
– heavy push / pull forces over 20 kg	Rare
Reaching – arm fully extended forward or raised above shoulder	Reare
Head/neck postures – holding head in a position other than neutral (facing forward)	Occasional
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Frequent
– Gripping, holding, twisting, clasping with fingers/hands	Frequent
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	Not Applicable
Sensory demands	**Frequency**
Sight – use of sight is integral to most tasks completed each shift	Constant
Hearing – use of hearing is an integral part of work performance	Constant
Touch – use of touch is integral to most tasks completed each shift	Constant
Psychosocial demands	**Frequency**
Observation skills – assessing/reviewing patients in/outpatients	Constant
Problem solving issues associated with clinical and non-clinical care	Constant

Attention to Detail	Constant
Working with distressed people and families	Frequent
Dealing with aggressive and uncooperative people	Occasional
Dealing with unpredictable behaviour	Constant
Job demands – high workload, tight deadlines, and competing priorities	Constant
Exposure to traumatic or distressing content or situations – including handling sensitive information arising from patient records, patient care activities, incident reports, adverse events, or investigations of adverse events.	Frequent
Role specific considerations Support is available for staff exposed to psychological risks. Any adjustments that may be required can be discussed with your manager.	Not Applicable

Definitions used to quantify frequency of tasks/demands as above	
Prolonged/constant	70 – 100 % of time in the position
Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures
- Employees are required to idendify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC)
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.

Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

Declaration

By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: October 2026

Developed by: Director of Anaesthesia & Manager, Medical Workforce

Date of next review: October 2027
