

POSITION DESCRIPTION

Position Title:	Anaesthetic Provisional Fellow
Business Unit/Department:	Anaesthesia & Pain Management
Division:	Medical Services & relevant Clinical Division
Award/Agreement:	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
Classification:	HM25 to HM30
Reports To:	Chief Medical Officer – Medical Services Supervisor of Training
Direct Reports:	HMOs and Interns in Department
Date Prepared/Updated:	April 2025

Position Purpose

The role of the Anaesthetic Provisional Fellow is to provide clinical leadership and management of patients and undertake clinical duties for the Department of Anaesthesia and Pain Management under the supervision and direction of the Director or delegated Anaesthetic Consultant. The department's Supervisor of Training monitors the progress of the trainee during their period of training at Western Health.

Business Unit Overview

The Medical Workforce Unit is responsible for the recruitment, administration, education & training and support of junior medical staff at Western Health.

The Medical Education Unit is responsible for the education and training of prevocational medical staff at Western Health.

The relevant Clinical Division is responsible for the provision of inpatient and outpatient clinical services by a multidisciplinary team. Unit Handbooks detailing unit structures, key staff, services provided and other specific unit information are provided to junior medical staff at the commencement of their rotation within each unit.

The Anaesthetic Department is part of the Division of Surgical Services. The Division of Surgical Services is responsible for the provision of both elective and emergency surgical procedures with an emphasis on increasing the number of patients admitted on the day of surgery and as day cases. The pre-admission and assessment unit manages the admission of elective surgical and medical patients and incorporates the bookings office and pre-admission clinics. In addition, the Day Procedure Units undertake endoscopic procedures, post intervention management of cardiology patients and minor medical and surgical procedures. Services are managed across Footscray, Sunshine and Williamstown campuses and incorporate an adult and paediatric case mix. Sterilising departments are also managed on all campuses and service Western Health and external customers.

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All surgical specialties have appointed Unit Heads and Nurse Unit Managers who provide leadership within ward and unit areas. Multi-disciplinary teams are aligned within specialties and extend from the operating room suite to ward settings with the designation of 'home' theatres and wards ensuring highly skilled specialty staff provide quality care. To support patient care across Western Health the Division also incorporates Clinical Nurse Consultants within Breast Care, Pain Management and Stomal therapy. Surgical specialties managed by the Division include: Urological, Plastic, Hand & Reconstructive, FacioMaxillary, General, Thoracic, Vascular, Ear, Nose & Throat, Head & Neck, Orthopaedic, Ophthalmic, Paediatric and Neurosurgery.

Divisional governance is achieved through an executive and operations team structure, which manages both internal business and supports Western Health organisational goals. The guiding philosophy of the Division is to provide equitable access to high quality, patient focused services through managing:

- Patient outcomes
- Patient activity
- Financial and People Services

Key Responsibilities

- Participate in on-going assessment of competencies via college assessment forms
- Work under the supervision and support of the Head of Unit or Supervising Consultant to further develop general clinical and decision-making skills. The ANZCA Handbook for Training (Dec 2024) should be used as a guide when determining appropriate levels of registrar supervision <https://www.anzca.edu.au/resources/all-handbooks-and-curriculums/anzca-training-handbook>
- Perform duties anaesthetic, pain management and critical care duties as delegated or allocated by Director or delegated Consultant in accordance with Western Health policies and procedures and relevant legislation
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- Quality peri-operative care under the supervision of an appropriate specialist. This includes preoperative assessment and preparation, peri-operative planning, anaesthesia, intra and postoperative medical care and pain management.
- The Registrar may spend time working in the Acute and Chronic Pain Service and the Intensive Care Unit.
- Ensure notification to the appropriate consultant of patients referred to the Department, and provision of initial assessment of referred patients
- Ensure quality patient care via clinical assessment, admissions and development of management plans
- Provide day to day clinical management of patients and ensure attendance at ward rounds
- Assume responsibility for patient care in accordance with the care model of the ward/unit, ensuring that required clinical procedures are performed with appropriate training and supervision
- Initiate and provide interpretation of clinical investigations
- Accurately reflect the patient's requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Participate in the development of discharge plans that reflects the needs of patients and their significant others and demonstrates understanding of the role of community providers. Assume responsibility for communication with community providers
- Provide supervision for the clinical activities of the junior medical staff on the unit, according to the level of experience of the individual
- Provide clinical handovers to covering Registrars
- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance
- Work collaboratively and respectfully with multi-disciplinary team members to achieve desired outcomes for patients through effective communication and attendance and participation in unit and site clinical meetings

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- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc.
- Demonstrate a caring and empathetic approach towards patients at all times
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in clinical practice
- Undertake ongoing self-directed learning by participation in continuing education activities and attendance at clinical meetings, including any mandatory training programs
- Assist in collection of data for audit purposes, and participate in research activities undertaken within the unit where required
- Coordinate and participate in the teaching of junior doctors and medical students
- Cover other Units as part of the after-hours roster or as requested by the Medical Workforce Unit
- Perform other duties as delegated by the Unit Head or Unit Registrar.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

- Director
- Deputy Director
- Supervisor of Training
- Anaesthetic Consultants
- Clinical Services Director Division of Surgery
- Divisional Director Division of Surgery
- Nursing Staff: Anaesthetic, Theatre, Recovery, Pain and Research
- Surgeons and surgical trainees
- Administrative Staff
- Theatre Technicians
- Clinical staff including medical, and allied health
- Patient support and administrative staff
- Medical Workforce Unit
- Medical Education Unit

Selection Criteria

Essential:

- A medical qualification recognised in Victoria, Australia
- Registration with AHPRA or the ability to gain such registration before commencement of the clinical placement
- Completion of at least two years of anaesthetic training
- An appropriate academic record, work experience and performance
- Ability to work as part of a team
- Commitment to professional development

Desirable:

- An understanding of medical ethics
- An understanding of the concept of clinical governance
- An understanding of the principles of audit and quality assurance
- An ability to cope with an unpredictable and at times stressful work environment
- A motivation to behave and perform in a manner that wins respect

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a Working with Children Check prior to employment (if requested)

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- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services and sites within Western Health may be required
- Rotation to services outside of Western Health would be in consultation with employees involved
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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