

Position Title: 2026/2027 Anaesthetic Provisional Fellow

Campus: Ballarat

Directorate: Acute Operations

Department: Anaesthesia

Reporting to: Director of Anaesthesia, Pain & Perioperative Services

Direct Reports: General Manager Medical Services
Executive Director, Acute Operations

Appointment Terms/Conditions:

Classification and Code: HM25 - HM30

Enterprise Agreement: Doctors in Training Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

Provide anaesthetic services, including appropriate pre and post-operative care, to patients of Grampians Health at the relevant site and location as directed by and under the supervision of the Clinical Director of Anaesthesia or his delegate. This includes performing a share of on-call duties and responsibilities. As a member of Medical Services, the appointee will contribute to the overall performance of the team consistent with Grampians Health Mission, Vision and Objectives.

KEY ACCOUNTABILITIES

- Coordinate the care of patients receiving direct services from you with other health professionals, including adequate “handover” at any times of transfer of care between staff or departments.
- Ensure appropriate medical record entries are made to provide for the optimal care of the patient before, during and after anaesthesia.

Human Resources Management

- Assist in the orientation and training of junior staff.
- Act as a mentor and role model to junior staff.

Safe Practice and Environment

- Carry out work duties in a safe manner by adhering to Grampians Health occupational health and safety policies, regulations and agreed safe work procedures, and report immediately any potential hazards and / or incident arising in the workplace.
- Assist in the planning, implementation and evaluation of the delivery of anaesthetic services and appropriate quality and risk management initiatives, including recommendations where appropriate to the Director.

Improving Performance

- Ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- Participate in and coordinate quality improvement activities and projects, including development of audit tools, collection of data and statistics and presentation of final reports.
- Participate in continuing professional development.

Information Management

- Maintain manual and electronic systems as required for the effective collection and management of clinical notes, policies and procedures, correspondence, documents and records, to ensure confidentiality, safety and security.
- Ensure that information is communicated effectively and efficiently and in an appropriate and timely manner.
- Compliance with all Grampians Health Policies and Procedures.
- Adherence to infection control policies and procedures as identified in the Grampians Health Infection Control Manuals.
- Participation in the Grampians Health integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and

identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.

KEY SELECTION CRITERIA

Minimum Qualifications

- MBBS or equivalent degree enabling registration with AHPRA.
- ANZCA trainee with preference to having completed final FANZCA examination.

Experience

- Clinical experience consistent with FANZCA training level.
- Experience in self-management and organisation of work to achieve agreed outcomes.

Knowledge and Understanding

- Demonstrated knowledge regarding delivery of anaesthetic services and operating theatre requirements.
- Understanding of customer service for internal and external customers and a commitment to meeting their needs in a helpful and courteous manner
- Awareness of medico-legal issues, clinical risk management, clinical governance and relevant legislation.

Technical/Professional Knowledge and Skills

- High level verbal and written communication and interpersonal skills
- Highly developed organizational skills
- Ability to work and contribute effectively in a team environment
- Ability to work in an environment of change and development

Work Environment

- Provide high quality care according to objectives and policies of Grampians Health
- Employees are expected to demonstrate a commitment to ethical practices in the workplace and are not to divulge or discuss to any unauthorised person, any confidential data or information collected for the purposes of patient care or for administrative, statistical or other purposes

Personal attributes

- Initiative, judgement, self-motivated
- Committed to personal and professional development, responsible, reliable, resourceful, energetic
- Able to meet the demands of a busy environment, flexible
- Able to adapt to roster change according to the needs of the department

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.

- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.