

## Position Description

<b>Position title</b>	Manager- Anaesthesia Assistant Team
<b>Department / Division</b>	Anaesthesia Assistants-Division of Surgery
<b>Classification</b>	TF12Z
<b>Position reports to</b>	Director of Clinical Operations- Perioperative
<b>No. of direct &amp; indirect reports</b>	Approx 35
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville
<b>Risk category</b>	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.

<b>The Royal Children's Hospital</b>
<p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at <a href="http://www.rch.org.au">www.rch.org.au</a></p>

<b>ROLE PURPOSE</b>
<p>To lead, manage and develop a collaborative, agile and resilient team of competent Paediatric Anaesthesia Assistants, consisting of technologists and nurses. The manager will ensure that clinical practice and delivery of care provided by staff is consistent with RCH standards, Australian Anaesthesia Allied Health Practitioners Code of</p>

Conduct and Code of Ethics, or the Australian Nurses and Midwifery Council Standards and in adherence with ANZCA PS-08

## KEY ACCOUNTABILITIES

### Direct Comprehensive Care

- Maintain quality standards and excellence in clinical outcomes through evidence based practice, research, education and partnerships with internal and external stakeholders.
- Contribute to the achievement and implementation of sustainable models of care for the Perioperative Service.
- Working in collaboration with Director of Clinical Operations Surgery and other Senior Leaders of the Perioperative Service to manage, develop and provide the oversight of the training and utilisation of other occupational groups (where clinically appropriate) to support the delivery of Paediatric Anaesthesia Services and care across the perioperative floor

### Support of Systems

- Develop and improve the Department operations to ensure ongoing financial sustainability and service delivery efficiencies by managing the budget, process improvements and implementation of strategic initiatives.
- Provide regular and timely communication to all stakeholders regarding unit operations and workforce issues and initiatives.
- Ensure effective management of staff rosters and allocation of resources including both planned and unplanned leave.
- Effective performance management and development of staff including annual review of staff credentials, scope of practice and registration status.
- In conjunction with Bio Medical Engineering and equipment suppliers, manage and provide oversight of the planning and supervision of Preventative Maintenance program for RCH Anaesthesia Equipment.
- Supervision of equipment supply for both hardware and consumables to optimise best financial and clinical outcomes
- Maintain professional links with external organisations (Health Purchasing Victoria, Australian Anaesthesia Allied Health Practitioners, NZATS, CODP, ANZCA)

### Education, Research and Development

- Understands and approves Anaesthesia Assistant's competency development for all staff in the unit.
- Provides education on Management/leadership to the multidisciplinary team of Anaesthesia Assistants.
- Initiates and participates in quality improvement programmes in identified areas where patient outcomes can be improved.
- Identifies areas in which staff need further education and training and, in conjunction with the Anaesthesia Assistant Clinical Facilitator, ensures that opportunities and resources are available.
- Participates in projects/research as directed by the Director Clinical Operations and/or the Director of Anaesthesia and Pain Management.

- Participates and undertakes research in the development of best practice principles for Paediatric Anaesthesia Management.

#### **Professional Leadership**

- Promote and develop a dynamic, flexible, resilient and skilled workforce through effective staff management and professional development opportunities

### **QUALIFICATIONS AND EXPERIENCE**

#### **Essential:**

- Diploma of Paramedical Science (Anaesthesia) HLT50607 or equivalent (eg: Diploma of Applied Science – Anaesthetics NZ/City & Guilds 752/NVQ Level III in Operating Department Practice)
- Minimum 5 years' experience as an Anaesthesia Assistant
- Eligibility for registration with Australian Anaesthesia Allied Health Practitioners (AAHP)

#### **Desirable:**

- Post-grad Management qualification or willingness to work towards (Desirable)
- Evidence of on-going professional development
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### **KEY SELECTION CRITERIA**

- Well-developed leadership and management skills
- Strong interpersonal and communication skills both written and verbal
- Demonstrated ability to work within a multidisciplinary team and autonomously
- Effective time management and organisational skills
- Ability to work well under pressure and be flexible to changing priorities and environment.
- The capacity to initiate change improvements and to facilitate change
- Demonstration of a positive attitude and commitment to the organization with an understanding of, and ability to integrate, positive organisational behaviours and an ability to lead and influence a multidisciplinary team.

### **OTHER REQUIREMENTS**

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

### **IMPORTANT INFORMATION**

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

#### **RCH COMPACT**

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

#### **QUALITY, SAFETY AND IMPROVEMENT**

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

**The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.**

Position description last updated

May 2024