## Schedule Two

### Specialist Anaesthetist

**Port Vila, Vanuatu**

<table>
<thead>
<tr>
<th><strong>EMPLOYER DETAILS</strong></th>
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<tbody>
<tr>
<td><strong>ORGANISATION:</strong></td>
<td>HEALTH SPECIALISTS LTD ON BEHALF OF MINISTRY OF HEALTH, VANUATU</td>
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<thead>
<tr>
<th><strong>ORGANISATION PURPOSE, HISTORY AND ACTIVITIES</strong></th>
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<tbody>
<tr>
<td><strong>ORGANISATIONAL CONTEXT:</strong></td>
<td>The vision of the Ministry of Health (MoH) is to protect and promote the health of all people living in Vanuatu by establishing an integrated and decentralised health system.</td>
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| **BACKGROUND:** | This assignment is aligned with the Government of Australia’s Partnership for Development agreement with Government of Vanuatu, signed on 27 May 2009. One of the partnership for development priorities is to: “Strengthen health services and accelerate progress towards health MDGs”. Enhanced access to, and quality of, health care services is seen as key to meeting this priority. In brief, the health system in Vanuatu consist of 96 dispensaries, 35 health centres, 4 provincial hospitals and 2 major referral hospitals in Luganville and Port Vila. The general health situation in Vanuatu is considered to be in a period of transition, with communicable diseases still accounting for a large proportion of illness and death, but with a rising incidence of non-communicable diseases (NCD). A 2011 NCD survey found that 55.9% of females and 45.5% of males were overweight. Reference to health indicators shows that life expectancy in Vanuatu is currently 73 years for females and 69 for males. There has been some improvement in key health indicators over the years, though measurement of these indicators is questionable. Under-5 mortality has declined from 58 per 1,000 live births in 1989 to 34 in 2007. Similarly, infant mortality has declined from 45 per 1,000 live births in 1989 to 28 in 2007 (UNICEF). A 2011 Malaria survey found that the overall prevalence rate for Malaria in Vanuatu is significantly down to 2.02% as a result of the Malaria Elimination Program. |

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*The information contained within this Assignment Description was correct at the time of submission and is subject to change*
### ASSIGNMENT DETAILS

**CONTEXT AND PURPOSE OF ROLE:**
- The Anaesthetist will be located at Vila Central Hospital and will support the Head of Department role.
- Vanuatu is still in its early stages workforce development and most Ni-Vanuatu doctors are Interns or juniors requiring supervision from qualified and experienced professionals.
- The Anaesthetist must be willing to travel to provincial centres on other islands.

**ASSIGNMENT OBJECTIVE/S:**
- Provide direct service delivery of anaesthesia services. This includes the provision of pre-operative care, intra-operative care and post operative care to critically ill patients in Vila Central Hospital but also on occasion to other Vanuatu hospitals.
- To improve the quality of anaesthetic services in Vanuatu through the provision of training to the Nurse Anaesthetists, the ATO and Medical Interns rotating through the Anaesthesia Unit.
- To support the development of both capacity and capability of the anaesthetic department in Vanuatu including mentoring the Anaesthetic Head of Department

**START DATE AND DURATION:**
6 months, 1 year/2 years

### WORKING RELATIONSHIPS

**MANAGING CONTRACTOR**
*Health Specialists Ltd is the Managing Contractor and will be responsible for providing monitoring and support for this role.*

**AusAID**
Deployees are part of Australia's support to the health sector under the Australia - Vanuatu Partnership for Development; as such, deployee conduct impacts directly on the effectiveness and standing of this Partnership. Whilst high standards of professionalism help to secure the future of this cooperation, a departure from this code can do harm in ways that can be difficult for individual employees to predict. As ambassadors for the programme, deployees have a responsibility to support the program both in the performance of their duties, and their wider conduct in country.

**SUPERVISOR:**
- The position will report to Head of Department Anaesthetics Vila Central Hospital.
- This position works very closely with counterparts. It is vital to support counterparts to take the lead in key departmental administrative decision-making processes.

**STAFF**
The Specialist Anaesthetist will work in the Anaesthetic unit based in...
SUPERVISION:

The Anaesthetist directly supervises the junior medical staff such as the Anaesthetic nurse and the Anaesthetic technical officer. They are also responsible for monitoring and supervising medical students, and the nursing staff when performing technical skills.

OTHER STAFF:

- Frequent contact with medical, nursing, paramedical staff.
- Occasional external contacts include UNICEF, WHO and other international organisations.

DUTIES AND RESPONSIBILITIES OF THE DEPLOYEE

- Responsibility for supporting overall clinical anaesthetic management at Vila Central Hospital.
- Responsibility for the supporting the efficient operation of the Anaesthetic Department
- Acts as a member of the senior clinical team at Vila Central Hospital
- Directly supervise & train registrars interns, nurse practitioners, nursing & medical students in the paediatrics department.
- Provision of clinical services for emergencies & specialist clinics.
- Provision of consultation service to other departments within the hospital.
- Liaison & assistance with clinical cases with GPs and visiting specialist teams.
- Provide clinical & consultation services to provincial hospitals.
- Participate equally with counterparts in on-call roster after hours and on weekends.
- Daily management of issues, activities and events in the Anaesthetic department.
- Advise the Ministry of Health through the Head of Department Anaesthetics on issues, activities and events related to Anaesthetics.
- Carry out other duties as requested.

WORKPLACE DETAILS AND CONDITIONS OF EMPLOYMENT

HOURS / DAYS OF EMPLOYMENT:

- Average 50 hours per week
- The above hours and days will vary. There is an on call and out of hours roster
- The selected candidate must be willing to work long hours.
| LEAVE ENTITLEMENTS: | Sick leave taken must be in accordance with the PSSM.  
|                    | All leave must be preapproved by the HOD Anaesthetics and Medical Superintendent.  
|                    | 5 Days paid leave  
|                    | In addition Vanuatu observes a number of public holidays. The public holidays taken will also depend on the on call and out of hour’s duty roster. |

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| QUALIFICATIONS:    | Recognised Post graduate Masters in Anaesthesia Qualification.  
|                    | At least 10 years experience as a consultant in a recognised hospital and/or Fellow or Member of a recognised College of Anaesthesia. |
| SKILLS & EXPERIENCE: | Registration and current practicing certificate.  
|                    | Previous experience as a Head of Department or Clinical Director  
|                    | Extensive experience in adult and paediatric anaesthetics.  
|                    | Experience in efficient running of pre-admission clinics.  
|                    | Experience in providing and participating in training and educational activities for junior doctors, resident medical staff, medical students, postgraduate nurses, undergraduate nurses, and paramedical staff.  
|                    | Previous experience living and working in a developing country within the Pacific region or with other small island states. |
| PERSONAL ATTRIBUTES: | Commitment to team work, team leading, coaching, and mentoring others.  
|                    | Commitment to building the capacity and capability of the anaesthetic department  
|                    | Maintain a positive working relationship with the local staff.  
|                    | Awareness and sensitivity of cross-cultural settings.  
|                    | Patience, tolerance and flexibility.  
|                    | Ability to cope with cultural isolation and developing country working environments (limited office space, underequipped theatres, etc.).  
|                    | A willingness to travel to more remote islands on request.  
|                    | A preparedness to work with limited resources and long hours within a challenging environment. |
Schedule Three

Copy of APS values and Code of Conduct see clause 3.3

Australian Public Service Values

The Australian Public Service:

- is apolitical, performing its functions in an impartial and professional manner;
- is a public service in which employment decisions are based on merit;
- provides a workplace that is free from discrimination and recognises and utilises the diversity of the Australian community it serves;
- has the highest ethical standards;
- is openly accountable for its actions, within the framework of Ministerial responsibility to the Government, the Parliament and the Australian public;
- is responsive to the Government in providing frank, honest, comprehensive, accurate and timely advice and in implementing the Government's policies and programs;
- delivers services fairly, effectively, impartially and courteously to the Australian public and is sensitive to the diversity of the Australian public;
- has leadership of the highest quality;
- establishes workplace relations that value communication, consultation, co-operation and input from employees on matters that affect their workplace;
- provides a fair, flexible, safe and rewarding workplace;
- focuses on achieving results and managing performance;
- promotes equity in employment;
- provides a reasonable opportunity to all eligible members of the community to apply for APS employment;
- is a career-based service to enhance the effectiveness and cohesion of Australia's democratic system of government;
- provides a fair system of review of decisions taken in respect of employees.
Health Specialists Limited

Code of Conduct

APS employees are required, under the Code of Conduct, to behave at all times in a way which upholds the APS Values

The Code

The Code of Conduct requires that an employee must:

- behave honestly and with integrity in the course of APS employment;
- act with care and diligence in the course of APS employment;
- when acting in the course of APS employment, treat everyone with respect and courtesy, and without harassment;
- when acting in the course of APS employment, comply with all applicable Australian laws;
- comply with any lawful and reasonable direction given by someone in the employee's Agency who has authority to give the direction;
- maintain appropriate confidentiality about dealings that the employee has with any Minister or Minister’s member of staff;
- disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with APS employment;
- use Commonwealth resources in a proper manner;
- not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's APS employment;
- not make improper use of:
  1. inside information, or
  2. the employee's duties, status, power or authority,
     in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person;
- at all times behave in a way that upholds the APS Values and the integrity and good reputation of the APS;
- while on duty overseas, at all times behave in a way that upholds the good reputation of Australia; and
- comply with any other conduct requirement that is prescribed by the regulations (regulations available on the ComLaw website)
Schedule Four

Hours of Performance of Services
The Contractor’s ordinary hours of services will be 50 rostered hours per week to be provided in accordance with the roster posted from time to time or between the hours of 7am to 8pm from Monday to Sunday each week.

In addition to the ordinary hours of services, the contractor will work an on call roster in conjunction with colleagues.