

Position Description

Position Title	Administration Assistant – Department of Anaesthesia
Position Number	30102236
Division	Clinical Operations
Department	Surgical Services
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 2
Classification Code	HS2 – HS21
Reports to	Clinical Unit Head Anaesthetics
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Working with Children Check • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The purpose of this position is to provide a confidential secretarial and administrative service to the Director of Anaesthesia and to manage the affairs of the Anaesthetic Department. The Administration Assistant is expected to provide administration support to the Staff Anaesthetists, Registrars, Anaesthetic Technicians and the Acute Pain Nurse. This includes the timely provision of information, appointment management, and response to general enquiries, data processing and statistical information.

The role requires a sound knowledge of anaesthetics as well as general medical terminology and an understanding of anaesthetic procedures and MBS private billing.

It is a role that requires a great deal of flexibility in work practices with prioritisation of activities that change from day to day. These responsibilities include changing staff allocations to theatre lists due to staff reporting sick or surgical lists being added to the theatre at short notice, this ensures the successful operation of the Anaesthetic Department as a working group.

The administration assistant acts as a first point of contact for the Director and the anaesthetic department from both inside and outside the organisation. The position involves organising the Director, Staff Anaesthetists, Anaesthetic Registrars and Acute pain nurse's daily commitments to the hospital.

Responsibilities and Accountabilities

Key Responsibilities

- Manage Anaesthetics roster in Excel, including drafting roster in accordance with staff leave and availability
- Each week enter anaesthetists into IPM (hospital patient management system) in theatre lists for the following week.
- Allocate locker and desk space for new staff
- Maintain Director, Staff Anaesthetists, Registrars, Acute Pain nurse sick leave conference leave and holiday leave in Kronos. Ensure this leave is made available to CME Officer, Payroll, and Executive Director of Acute Health. Ensure the calendar is maintained and made available to the department.
- Liaise with Clinical Placements for staff returning for onboarding of clinical staff returning for upskilling placements
- Coordinate medical staff bookings (across the service) for ACLS sessions.
- Maintain data pertaining to the anaesthetic department and prepare reports to carry out background research and present findings for Director and department staff.

- Liaise with Monash Medical School re rostering of year 3 and 5 students to the department. This includes rostering students to theatre during terms.
- Maintenance and liaison with radiology regarding bookings and ensuring anaesthetic staff are available for MRI GA lists. Entering MRI sedations into iPM. Liaison and booking of extra out of session radiology cases.
- Enter staff scheduling data into Kronos payroll system.
- Maintain accurate record keeping of Senior Staff Anaesthetists CME leave balance.

Managerial

- Deputising for the Director, making decisions and delegating work to others in the Director's absence.
- Organise recruitment of permanent and temporary staff including locum and permanent
- Coordinate and submit consolidated reports;
- Implement controls and systems to ensure resources are fully utilised and health service policies are implemented;
- Liaise with senior staff to obtain and present information;
- Allocate and control staff and resources to ensure activities of the work area are carried out efficiently and effectively; (by way of allocating resources effectively on the anaesthetist roster)
- Monitor safe work practices and security standards to maintain a safe and secure environment;
- Assist staff with problems, and recommend action to be taken
- Coordinate registrar education training sessions which occur weekly. Ensure room bookings are secured for lectures.
- Coordinate Medical Students Anaesthetic Lectures with Staff Consultants.
- Liaise with Central Victorian Anaesthetic Service administration staff regarding VMO anaesthetist availability for sessional and on call work.
- Liaise with VMO anaesthetists regarding leave and rostering availability.
- Coordinate Consultant Anaesthetist Education lectures, Invite guest speakers relevant to the topic as directed. Advertise topics via email to members.
- Assist with coordination and preparation of yearly on call roster for all staff and VMO anaesthetists.
- Coordinate staff training and compliance with hospital OH&S policies.
- Monitor safe work practices and security standards to maintain a safe and secure environment in the department.
- Coordinate the Anaesthetic Registrar Orientation meetings at the beginning of each rotation. Prepare documents for registrars to ensure registrars are informed of anaesthetic department requirements. Provide a service as a point of contact for any queries and support. E.g. Accommodation, roster queries or leave requirements.
- Provide troubleshooting service for ICT queries.

Key Selection Criteria

Essential

1. Previous experience in Relative Value Guide coding and sound knowledge of medical terminology
2. High level computer skills across a range of Microsoft applications particularly Microsoft Excel.
3. Demonstrated commitment to ongoing training in business administration and computer applications
4. Sound knowledge of IPM and Kronos Dimensions
5. Ability to communicate effectively with senior clinical staff
6. Ability to provide timely administrative support as requested by the Director of Anaesthesia.
7. Ability to work cooperatively with peers and senior management in an operating environment with conflicting and changing priorities.
8. Ability to recognise the importance of confidentiality and use discretion when necessary
9. High level of self-confidence and ability to interact and communicate with diverse people at all levels and is positive, enthusiastic, friendly, and helpful.

Desirable

10. Previous experience in Relative Value Guide coding

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.

- 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 Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

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. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.