Job Description, Person Specifications and Educational Goals
CONTENTS

Overview
Key Working Relationships
General Duties
Global Anaesthesia Fellowship Educational Programme
Scope of Practice and Responsibility
Annual Leave, Study Leave and Sick/Compassionate Leave
Logistics
Terms of Reference, Job Description and Educational Goals
Person Specifications

The project acknowledges support from the following organisations
* This document outlines the general job description and educational goals for the ZADP Global Anaesthesia junior programme. It is complemented by each individual Fellow's unique and separate terms of reference and project plan, which will be agreed upon before pre-departure training commences.

The University Teaching Hospital (UTH) in Lusaka is host to the Medical School of the University of Zambia, and the only tertiary referral centre in the country serving a total population of 13.8 million people, with over 2 million people in its own catchment area, the capital city of Lusaka. UTH is the principle medical training institution in the country for Medical Students, Interns and Postgraduate Doctors. It also provides training for Nurses through the Nursing School located within the hospital grounds, as well as Clinical Officers in Anaesthesia through their college located at the Chainama Hill College Hospital.

UTH has approximately 1655 beds and 250 baby cots. It provides a full range of primary, secondary and tertiary health and medical services on both an inpatient and outpatient basis. The Department of Anaesthesia currently consists of 4 trained specialists, 24 postgraduate degree students and a varying number of Anaesthetic Clinical Officers. The department of anaesthesia services a wide range of surgical specialities (Paediatrics and Neonates, Neurosurgery, General Surgery, ENT & Maxillofacial surgery, Orthopaedics, Urology, Obstetrics & Gynaecology) and provides support to the Adult Intensive Care Unit.

**Post Title**  
Visiting Lecturer in Anaesthesia  
(Referred to in this document as the Junior ZADP Fellow)

**Grade**  
Post primary FRCA Anaesthetic Trainee (or equivalent)

**Hours per week**  
7.30 am to 4.30 pm, Monday to Friday (45 hours per week)

(No on-call commitment. Courses may occasionally be delivered on weekends to minimally impact on service provision and achieve maximum local participation. Total number of hours worked per 4 week period will not exceed an average of 48 hours/week. The junior ZADP Fellow will not work more than 1 in 6 weekends, or 4 weekends during the 6 month Fellowship.)

**Accountable to**

Dr Dylan Bould - Director, Zambia Anaesthesia Development Programme  
Prof John Kinnear - UK Head of Faculty MMed, Educational Supervisor  
In-country member of MMed Faculty - Clinical Supervisor  
Karin Pappenheim - Lead UK partner AAGBI  
AAGBI International Relations Committee - Financial support  
The Royal College of Anaesthetists (OOPT) and the GMC

The project acknowledges support from the following organisations
Key working relationships

All members of the UTH Anaesthetic Department & Theatres
MMed Faculty
MMed Students
Anaesthetic Clinical Officers & students
Mr Chipoya & Mr Banda, Clinical Officers’ Training Programme
UTH Department of Surgery
UTH Critical Care Unit
UTH Department of Obstetrics and Gynaecology
AAGBI Lifebox and WHO checklist projects
Tropical Health and Education Trust

General Duties

MMed Students:

Training Zambian anaesthetists is the ultimate goal. The post holder will through their continued presence and support, work with the MMed students, and aim to enrich theirs and their own professional and personal development - sharpening skills, teaching and learning new techniques and broadening their experiences to include research and audit.

Anaesthetic Department:

The focus will be on building long-term skills and capacity of health workers, and long term sustainability by creating and establishing systems for training and delivery of safe, quality anaesthesia. The Junior ZADP Fellows will work alongside local staff to develop the Zambian anaesthetic department’s processes in clinical governance. The post holder will help develop best practice protocols and guidelines relevant to the specific environment, encourage and conduct locally targeted audit, quality improvement projects and research to this effect.

Equipment, Resources & Governance:

The Fellows alongside local champions will help coordinate equipment and drugs inventory and develop systems and processes to ensure the availability of essential equipment at the point of care (including anaesthetic equipment and theatre checklists). The Fellows will

The project acknowledges support from the following organisations

[Logos of various organisations]
evaluate and monitor the impact of the development programme on theatre efficiency, outcomes and patient safety, i.e. encourage reporting of serious untoward incident and “near miss” reporting systems and conduct root cause analyses where required, reporting back to all stakeholders (MMed Faculty, THET, AAGBI and the UTH Anaesthetic Department). The Fellows will collect perioperative data collection required to support these governance activities in anaesthesia.

The Medical School of UNZA and the UTH:

The Junior ZADP Fellow's clinical role will be to observe and assist, and not to supervise or advise. Similar to the senior role they will foster mutual trust, respect, and solidarity, enhancing their own and the skills and knowledge in anaesthesia within the MMed programme. Assisting in the delivery of training and mentoring to a wider group of healthcare workers to include anaesthetic clinical officers and resident staff. They will aim to improve standards of practice and staff morale across the spectrum of anaesthetic practitioners.

Activities will include:

- Monthly Journal Club meetings
- Monthly Morbidity and Mortality meetings
- Weekly workshops / lectures / case based discussions to support training and education of Clinical Officers
- Assist with training sessions to include all anaesthetic practitioners
- Implement checklists/guidelines and perform impact assessment and audit on compliance
- Assisting with the SAFE Obs, SAFE Paeds, Primary Trauma Course and WHO theatre checklist / Lifebox training courses, in collaboration with the AAGBI, to be delivered to the UTH
- Anaesthetic/ICU Data collection.
- Quality Improvement Projects

Global Anaesthesia Fellow Educational Programme

Dr Dylan Bould (Director of ZADP) will be the Educational Supervisor for the post, recognised by the Royal College of Anaesthetists for training in anaesthesia under the 2010 Curriculum should the Fellow be in a UK training program and wish to apply to the RCoA for OOPT approval. The post holder will receive pre-departure orientation and training, a period of...
local induction supervised by a UK anaesthetist familiar with the local environment and practice of anaesthesia.

The Junior ZADP Fellow will receive regular appraisal and feedback:

1. Ex-ZADP member to oversee and assists with the pre-departure process and act as a point of contact during the placement.

2. Assessment and Appraisal following the local induction period (after 2 - 4 weeks)

3. Mid-term appraisal - by senior ZADP fellow locally.

4. Final appraisal at 6 months and feedback to the Royal College of Anaesthetists and the AAGBI

5. Interim appraisal to be arranged by ZADP Fellow, Dr Dylan Bould or Prof Kinnear as required, should any difficulties or problems arise.

Junior fellows will have the opportunity to take part in anaesthetic practice appropriate to a developing world context, under close supervision by the senior ZADP fellows or senior/graduated MMED anaesthetists. The emphasis will be on teaching and learning techniques which maximise patient safety in a resource poor setting. Under supervision they will become experienced in the relevant anaesthetic techniques and practices suited to the local environment of a developing country’s healthcare system. They will maintain their logbooks and complete Workplace Based Assessments relevant to the clinical environment. Junior ZADP fellows will also develop problem-solving skills and the ability to think creatively, improving their awareness and understanding of developing health systems. The Junior ZADP Fellow will develop communication, leadership and team working skills, in addition to the rich cultural and personal experience of travel.

At the end of the 6 month placement, the Junior ZADP Fellow will:

- Have undertaken teaching and training to personnel from diverse cultural, linguistic and educational backgrounds.

- Have experienced working and living in a multi-cultural and, frequently, multi-lingual environment and will have developed an approach to planning and practice which emphasises effective communication and team management.

- Be able to assist in providing safe anaesthesia in a challenging environment with limited resources to a wide variety of patients.

- Broadened his/her experience by practicing anaesthesia within a different environment.

- Have gained broad management experience, including managing change and service development.

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ZADP: GLOBAL ANAESTHESIA FELLOW Job description & Educational goals
January 2016

- Audit local processes and develop locally relevant hospital guidelines.

On completion of the post, the Junior ZADP Fellow will provide the MMed Faculty and all stakeholders of the Zambia Anaesthesia Development Project with:

A written report of the experience including a description of how the objectives were achieved;
A report from the educational supervisor;
An appraisal report;
A log book maintained to the same standard as that required during training in the UK;
Evidence of assessments of skills, if appropriate, (eg DOPS, A-CEX, CBD and MSFs) that show development in certain areas relevant to the specific environment.
Evidence of reflective practice either written or in the format of discussion
Evidence of teaching medical staff and/or students;
Results of quality improvement and research performed;
Evidence of the newly developed guidelines / protocols, if applicable
Impact studies following the implementation of these guidelines/protocols, if applicable

General Medical Council and Designated Body

ZADP is not a registered designated body with the GMC, therefore trainees will be ‘unattached’ to a designated body during their time in Zambia. This shouldn’t be an issue for most trainees as the GMC usually allows a period of 12 months to be ‘unattached’ to a designated body. However, if this an issue there is the option to give up your licence to practice whilst in Zambia. Each situation will be different for each trainee and ZADP can offer advice to any trainee considering applying for the junior fellowship post.

Scope of Practice and Responsibility

Junior ZADP fellows are reminded to adhere to the GMC guidelines on “Good Practice” and only engage in the practice of anaesthesia where and when they feel appropriately skilled and experienced to do so, taking into account patient factors, environmental factors, patient safety and risk at all times. Junior ZADP fellows should be under close supervision by the senior ZADP fellows or senior/graduated MMED anaesthetists at all times. When faced with a case or situation beyond their own competence they are to inform the MMED academic lead or senior visiting ZADP member immediately. If they are not contactable, ZADP Junior Fellows are to ensure the most senior local anaesthetist available is informed.

The project acknowledges support from the following organisations
Annual Leave, Study Leave and Sick/Compassionate Leave

Fellows will be entitled to 15 days of annual leave. Application for annual leave will need to be submitted and agreed in advance by Dr Dylan Bould and should fit in with the planned schedule for the MMed Programme and planned courses. Although this may not always be possible, we strongly urge ZADP Fellows to submit their annual leave applications before or within 1 month of commencing their post.

Fellows are entitled to 5 days study leave during the 6 month placement, applications for study leave need to be submitted to Dr Dylan Bould at least 6 weeks in advance and will be subject to approval.

Fellows are entitled to 5 days self-certified sick leave, after which a doctor’s certificate will be required.

Compassionate leave will be at the discretion of Dr Dylan Bould.

Logistics and pre-departure arrangements

The ZADP Fellow will be supported in establishing communication with the hospital to be visited and will have a clear idea of what can be achieved during their time there. ZADP faculty can provide advise about flights, visas, travel immunisations, insurance and health advice - but ultimate responsibility lies with the selected candidate.

Communication

The Junior ZADP Fellow will be assisted on handover in acquiring a local sim card and it is highly advised the junior fellow takes a unlocked phone with them to Zambia.

Dr Bould (ZADP director) will liaise via Skype with the local ZADP team 4-6weekly or as necessary. The ZADP faculty members are also available for telephonic support or advice.

Accommodation

Depending on funding and availability suitable accommodation has been secured on behalf of the Junior Fellows, which they are at liberty to decline the use of should they wish to make their own arrangements. Otherwise advice about where to look for accommodation is available through the ZADP faculty.

Health and Safety

Fellows are reminded of their responsibility to take care of their own personal safety and others whilst at work.

Infection Prevention and Decontamination of Equipment

The project acknowledges support from the following organisations
Fellows are reminded of their responsibility to adhere to UTH and Departmental Infection Prevention Policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.

**Child Protection/Safeguarding**
In providing services to patients and children, Fellows are reminded of their responsibility to adhere to UTH and Departmental Child Protection and Safeguarding policies, including pre-employment checks.

**Confidentiality**
Fellows are reminded of the need to treat all information, particularly photographic, clinical and management information, as confidential.

Any employee who willfully disregards UTH and Departmental policies may be liable to serious disciplinary action including dismissal.

This job description will be reviewed yearly as part of the bi-annual individual performance reviews, to ensure that it reflects the responsibilities of the post. No interim changes will be made without full consultation with the post holders.

Dr Dylan Bould, Director of the Zambia Anaesthesia Development Project

The project acknowledges support from the following organisations
Terms of Reference, job description and educational goals:

Dr ZADP Fellow

1. **Induction**

Dr ZADP Fellow’s formal 2 week induction will take place in the 1st 2 weeks of her post and will be conducted by Dr. TBA, visiting MMed Faculty, in Month Year (exact dates to be confirmed).

Dr TBA will complete a “sign off” on key clinical competencies and basic knowledge of the structure and working practices within the departments of surgery and anaesthesia at the UTH (see Induction WPBA). Dr TBA will ensure Dr ZADP Fellow is introduced to all of the persons described in the “key working relationships” section of the job description.

2. **Clinical and Educational responsibilities:**

- **Clinical supervised sessions:** Monday to Friday mornings will be spent in theatres. With approximately 2 non-clinical days a week, planned in negotiation with the senior ZADP fellow and project requirement.

- **Educational and Teaching Responsibilities:** Junior ZADP fellows will be expected to contribute to the provision of education within the MMed programme. This will be varied and dependent on the needs of the MMed trainees and MMed Faculty. It may involve formal teaching sessions to 1st and 2nd year MMed trainees, assisting with simulation sessions, assisting MMed trainees with dissertation presentations or conducting practice OSCEs. Records should be kept for all sessions delivered.

- **Governance / Development projects:** 2 sessions per week will be devoted to the ZADP projects.

- **Clinical officers teaching / support:** Currently one afternoon a week teaching for the clinical officers is delivered by the local ZADP trainees. The ZADP Fellow will agree the dates in advance with Mr Chipoya and Mr Banda, it will be the clinical officer’s teaching programme managers’ responsibility to advertise the dates to the students and ensure good attendance. Formal and structured feedback will be collected and attendance registers signed for all sessions held by the Global Anaesthesia Fellow.

- **Dr (Junior ZADP Fellow) will keep a logbook of her clinical and teaching activities**

The project acknowledges support from the following organisations:
3. **Projects:**

- Locally relevant protocol- to be determined based on local priorities.
- Data collection: serious untoward incidents and near misses in anaesthesia- to be reported on monthly at M&M meetings, and root cause analyses conducted where deemed necessary.
- During time in post there may be ongoing funding for clinical quality improvement/patient safety projects which will be discussed prior to taking up the post. This will involve data collection, protocol implementation and staff training. Otherwise Dr (Junior ZADP Fellow) will produce a project proposal or protocol for the project with outline of the aims, outcomes, outputs and activities of the project within 6 weeks of commencing his/her post. This project will undergo interim review at Dr (Junior ZADP Fellow)’s midterm appraisal.
- Dr (Junior ZADP Fellow) may have the opportunity to assist with the coordination and organisation the Lifebox/WHO Surgical safety courses and SAFE Obstetric Anaesthesia courses in conjunction with Lifebox implementation manager at the AAGBI.

4. **Appraisal**

- Induction and sign off - by Dr TBA Month Year
- Midterm appraisal - by Dr TBA Month Year
- Final appraisal - by Dr TBA Month Year

Final appraisal will include:

- End of placement report
- Summary of end of placement report to IRC (AAGBI) and RCOA training committee
- Logbook summarised
- CEX / DOPS / CBD complete
- Article in draft format for publication in Anaesthesia News

The project acknowledges support from the following organisations
Person Specifications For ZADP Global Anaesthesia Fellow

<table>
<thead>
<tr>
<th>Professional Qualifications</th>
<th>Essential Criteria</th>
<th>Desirable Criteria</th>
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<tbody>
<tr>
<td></td>
<td>FRCA primary or equivalent</td>
<td>Academic distinction or Prizes.</td>
</tr>
<tr>
<td></td>
<td>CT2 Trainee or above at start of programme</td>
<td>Completed Anaesthesia Training the at start of programme</td>
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<tr>
<td></td>
<td></td>
<td>Attended Course on anaesthesia in developing countries, eg Bristol or Kampala</td>
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<tr>
<td>Clinical Experience</td>
<td>Comprehensive training and clinical experience in anaesthesia equivalent to specialty level</td>
<td>Developing World Experience</td>
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| Clinical Skills | Ability to organise and manage the safe conduct of operating lists with clinical supervision.  
|                 | Know limitations  
|                 | Ability to work as an effective member of a multidisciplinary team. | ALS  
|                 |                  | PALS  
|                 |                  | ATLS  
| Audit Management & IT | Evidence of contribution to effective clinical audit and clinical risk management.  
|                 | Evidence of understanding of the role of clinical management. | Experience in clinical guideline development.  
|                 |                  | Formal management training or qualification.  
|                 |                  | Evidence of effective leadership.  
| Research, Teaching skill & experience | Understanding of the principles and applications of clinical research.  
|                 | Experience of teaching and training. | Evidence of original research.  
|                 |                  | Publications in peer reviewed literature.  
|                 |                  | Teaching qualification.  
| Leadership / Management skills | Good Communication & Interpersonal skills;  
|                 | Accountability;  
|                 | Staff Management;  
|                 | Knowledge of Finance/ Budgets |  

The project acknowledges support from the following organisations

[Images of logos]