

JOINT FACULTY OF INTENSIVE CARE MEDICINE

AUSTRALIAN AND NEW ZEALAND COLLEGE OF ANAESTHETISTS

ABN 82 055 042 852

ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS

ADMINISTRATIVE SERVICES

TO INTENSIVE CARE UNITS

All intensive care units require adequate administrative support to allow the medical, nursing and technical staff within the unit to perform their duties effectively. For those intensive care units accredited for training in intensive care medicine, the secretarial, administrative, educational and research support needed will require the appointment of appropriate administrative support staff. In general, access to an occasional typist/secretarial support is inadequate for this purpose.

DUTIES OF ADMINISTRATIVE STAFF

The duties of the administrative staff will fall into four main areas:

1. INDIVIDUAL SECRETARIAL SUPPORT DUTIES

Provide general secretarial services to individual specialists, trainees and other members of the department as required.

2. ADMINISTRATIVE SUPPORT DUTIES

Prepare, circulate and update departmental duty rosters, maintain departmental and medical records and general administration. Keep minutes of departmental meetings.

3. EDUCATIONAL SUPPORT DUTIES

Co-ordinate the administrative aspects of the continuing medical education, clinical review and quality assurance activities of the department for all medical, nursing and technical staff.

3.1 Prepare and distribute material for departmental meetings, including tutorials, peer review, clinical audit and quality assurance meetings.

3.2 Maintain the departmental library of books, journals, slides, databases and other audio-visual material and prepare visual display material.

3.3 Perform literature searches, photocopy and circulate documents within the department, from other departments of the hospital and from other libraries.

- 3.4 Facilitate the exchange of correspondence between the Joint Faculty, Trainees and Supervisors of Training. (Refer Joint Faculty Policy Document IC-6 “The Role of Supervisors of Training in Intensive Care Medicine”.)
- 3.5 Have access to and skills at medical database searches on the Internet.
- 3.6 Assist with the preparation of manuscripts for publication and reports for presentation.

4. **RESEARCH SUPPORT DUTIES**

Undertake duties as necessary to support the research staff in the department e.g. data entry, maintenance of databases, literature searches, manuscript preparation and correspondence with hospital committees and outside agencies.

These guidelines should be interpreted in conjunction with the following Policy Documents of the Joint Faculty of Intensive Care Medicine, Australian and New Zealand College of Anaesthetists and Royal Australasian College of Physicians:

IC-1 Minimum Standards for Intensive Care Units

IC-3 Guidelines for Intensive Care Units seeking Accreditation for Training in Intensive Care Medicine

IC-6 The Role of Supervisors of Training in Intensive Care Medicine

This document has been prepared having regard to general circumstances, and it is the responsibility of the practitioner to have express regard to the particular circumstances of each case, and the application of this document in each case.

Professional documents are reviewed from time to time, and it is the responsibility of the practitioner to ensure that the practitioner has obtained the current version. Professional documents have been prepared having regard to the information available at the time of their preparation, and the practitioner should therefore have regard to any information, research or material which may have been published or become available subsequently.

Whilst the Joint Faculty endeavours to ensure that professional documents are as current as possible at the time of their preparation, it takes no responsibility for matters arising from changed circumstances or information or material which may have become available subsequently.

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