

## Job Description

### Anaesthetic Technician, Operating Theatres

### Whangarei Hospital

<b>Position Title:</b>	Anaesthetic Technician
<b>Organisation Unit:</b>	Operating Theatres
<b>Location:</b>	Whangarei Hospital, Te Whatu Ora - Te Tai Tokerau
<b>Responsible to:</b>	Charge Anaesthetic Technician, Perioperative Services, Te Whatu Ora - Te Tai Tokerau
<b>Primary Functions of the Position:</b>	<ul style="list-style-type: none"> <li>To provide safe operational anaesthetic and ancillary equipment to anaesthetists in operating theatre.</li> <li>To provide direct clinical assistance to anaesthetists and Intensivists maintaining a high standard of patient care.</li> <li>To carry out these duties in a safe, professional manner with a high degree of clinical competence.</li> <li>To be part of an integrated operating theatre team with a commitment to ensuring efficient functioning of the operating theatre.</li> </ul>

### Functional Relationships

The Anaesthetic Technician will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> <li>Charge Anaesthetic Technician</li> <li>Anaesthetic Technician Clinical Educator</li> <li>Anesthetist's and Intensivists</li> <li>Surgeons</li> <li>Anaesthetic Technicians</li> <li>Nurses</li> <li>Nurse Manager, Perioperative Services</li> <li>Ward Nursing staff</li> <li>All ancillary theatre staff</li> </ul>	<ul style="list-style-type: none"> <li>Patients and their family/whanau</li> </ul>

## Key Responsibilities and Expected Outcomes

Te Whatu Ora - Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora - Te Tai Tokerau:

Values	Supporting Statement
<b>Tāngata i te tuatahi</b> People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
<b>Whakaute (tuku mana)</b> Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
<b>Manaaki</b> Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
<b>Whakawhitiwhiti Kōrero</b> Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding aroha
<b>Te Hiranga</b> Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Anaesthetic Technician encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- To provide a high standard of clinical assistance to the anaesthetist
- Direct assistance with induction of general anaesthesia
- To provide comprehensive, individualised care to patients in the Perioperative environment as a fully participating member of the multi-disciplinary team
- Infection Control
- Equipment
- Knowledge and skill development is ongoing and current
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
<b>Te Tiriti o Waitangi</b>	<ul style="list-style-type: none"> <li>• Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within District Health Board management processes and procedures</li> <li>• Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes</li> <li>• Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner</li> <li>• Attend the Northland District Health Board Te Tiriti o Waitangi Training</li> </ul>
<b>To provide a high standard of clinical assistance to the Anaesthetist and Intensivist.</b>	<ul style="list-style-type: none"> <li>• Establishing Anaesthetist's requirements for relevant surgical procedures.</li> <li>• Assistance with preparation and application of IV lines, ECG's, CV lines, arterial lines and monitoring temperatures etc. and should be fully understood with a knowledge of invasive and non-invasive monitoring techniques and indications for use.</li> <li>• Checking and preparation of anaesthetic machines and ancillary equipment. All anaesthetic machines must be checked following the College of Anaesthetists standards daily. Anaesthetic machines are to be presented in a clean and safe condition for use. All ancillary equipment must be in safe reliable operating condition for use. Must bring to attention of anaesthetist and technicians any fault discovered in equipment.</li> <li>• Preparation and assistance for spinal, epidural, and regional anaesthetic procedures.</li> <li>• Provide assistance outside the operating theatre when required by the anaesthetist. These duties may at times be required in the CT/MRI scanning suite, Emergency Department and ICU.</li> </ul>
<b>Direct assistance with induction of general anaesthesia</b>	<ul style="list-style-type: none"> <li>• Ensure that equipment is set up for relevant surgical procedures and is in a safe working order.</li> </ul>

Key Responsibility Area	Expected Outcomes
<p><b>To provide comprehensive, individualized care to patients in the Perioperative environment as a fully participating member of the multi-disciplinary team</b></p>	<ul style="list-style-type: none"> <li>• Accurate identification and assessment of patient as per theatre protocol for patient check in.</li> <li>• To participate in the briefing, debriefing and Paperless Checklist (Sign in, Time out, Sign out).</li> <li>• Maximum safeguards are observed with regard to cultural and individual differences.</li> <li>• Maintain a high standard of safe work practices that are evidenced based and meets the needs of the patient</li> <li>• Establish and maintain effective lines of communication with all members of the multi-disciplinary team, patients and family/whanau.</li> <li>• Encourage a knowledge sharing relationship with colleagues that fosters learning/teaching with all levels of trainee technicians, nurses and students.</li> <li>• Utilise observation and assessment skills to monitor patient's journey through theatre and meet identified patient needs.</li> <li>• Maintain comprehensive and accurate documentation.</li> <li>• Initiates action to reduce/ correct/ prevent actual or potential risks to patients and colleagues.</li> <li>• Accidents, incidents, errors/omissions are acknowledged, reported and documented promptly.</li> </ul>
<p><b>Infection Control</b></p>	<ul style="list-style-type: none"> <li>• An understanding and adherence to the procedures as in accordance with departmental and infection control policies.</li> </ul>
<p><b>Equipment</b></p>	<ul style="list-style-type: none"> <li>• To ensure that all anaesthetic and ancillary equipment is in a safe clean and ready state of condition.</li> <li>• Restocking and continued provision of anaesthetic drugs, intravenous fluids etc. as in accord with Theatre Department levels.</li> </ul>
<p><b>Knowledge and skill development is on-going and current</b></p>	<ul style="list-style-type: none"> <li>• Committed to development of own skills and knowledge in clinical areas. CPR, fire, health and safety training, IV designation, IV cannulation as per theatre protocols.</li> <li>• Develop and maintain personal, professional practice in accordance with professional standards, best practice, legislative requirements, policies and guidelines.</li> <li>• Ensure designations are up to date and reviewed as required by protocols and policies of organisation.</li> <li>• Seeks additional knowledge/assistance when presented with unfamiliar situations/patient conditions.</li> <li>• Participate in the performance management process and will involve the formulation of a personal work development plan, which will be revised annually.</li> <li>• As level of experience increases so does the level of responsibility, including participation in preceptorship and special projects.</li> </ul>

Key Responsibility Area	Expected Outcomes
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with designated responsibilities detailed in Northland District Health Board's Health and Safety Policy and annual objectives</li> <li>• Promote an environment of physical, occupational, cultural, ethical and legal safety</li> <li>• Participate in the organisation's Health and Safety Management training programme.</li> <li>• Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management</li> <li>• Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> <li>• Practicing and observing safe work methods.</li> <li>• The use of safety equipment.</li> <li>• Reporting unsafe conditions or equipment; and</li> <li>• Reporting and documenting all accidents or incidents</li> </ul> </li> </ul>
<b>Privacy and Confidentiality</b>	<ul style="list-style-type: none"> <li>• Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora Te Tai Tokerau</li> <li>• Complete mandatory induction training on Privacy responsibilities</li> </ul>

### Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

### Person Specification

#### Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>• Certificate/Diploma in Anaesthetic Technology or equivalent.</li> <li>• Registered with the Medical Science Council Of New Zealand.</li> <li>• Current Practicing Certificate.</li> </ul>	

#### Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Demonstrated ability to practice in a culturally safe manner</li> <li>• Demonstrated ability to be a functional and effective team member</li> </ul>	<ul style="list-style-type: none"> <li>• Two years post qualification</li> </ul>

## Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none"><li>• Te Tiriti o Waitangi and its application to the health setting</li><li>• Privacy Act (2020) and Health Information Privacy Code (2020)</li><li>• Health and Safety at Work Act 2015</li></ul>	<ul style="list-style-type: none"><li>• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)</li><li>• New Zealand Council of Healthcare Standards</li></ul>

## Skills & Personal Attributes

Skills
<ul style="list-style-type: none"><li>• Effective communication to develop harmonious working relationships</li><li>• Effective time management</li><li>• Strong attention to detail</li><li>• Accuracy and precision in both technical and clerical aspects of the job</li><li>• Ability to follow clear guidelines and set procedures</li><li>• Organised and methodical methods of working</li><li>• Able to work part of a team</li><li>• Ability to self-evaluate and reflect on practice.</li><li>• Ability to work under pressure</li><li>• Confident around new technology and computerized equipment</li></ul>

Personal Attributes
<ul style="list-style-type: none"><li>• Ability to get on with colleagues showing mutual respect</li><li>• Keen to learn and develop new skills</li><li>• Commitment to quality and provision of quality care</li><li>• Flexible and adaptable, open to new ideas</li><li>• Professional appearance, attitude and presentation</li><li>• Responsible and accountable for own performance</li><li>• Commitment to the organisation values</li><li>• Customer Focused</li><li>• Honesty Integrity</li></ul>

## Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title      Anaesthetic Technician

Signature of employee: \_\_\_\_\_

Date: \_\_\_\_\_