

Job Description

Anaesthetic Technician, Operating Theatre

Kaitaia Hospital

Position Title:	Anaesthetic Technician
Organisation Unit:	Operating Theatre, Kaitaia Hospital
Location:	Kaitaia Hospital, Northland District Health Board
Responsible to:	Operations Manager Kaitaia Hospital, Northland District Health Board / Theatre Manager
Primary Functions of the Position:	<ul style="list-style-type: none"> To provide safe operational anaesthetic and ancillary equipment to anaesthetists in operating theatre. To provide direct clinical assistance to anaesthetists and Intensivists maintaining a high standard of patient care. To carry out these duties in a safe, professional manner with a high degree of clinical competence. To be part of an integrated operating theatre team with a commitment to ensuring efficient functioning of the operating theatre.

Functional Relationships

The Anaesthetic Technician will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> CNM Kaitaia Theatre Charge Anaesthetic Technician, Whangarei Base Anaesthetic Technician Clinical Educator, Whangarei Base Anaesthetists Surgeons Nurses Ward Nursing staff All ancillary theatre staff 	<ul style="list-style-type: none"> Patients and their family/whanau

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
Tāngata i te tuatahi 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
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki 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
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding and aroha
Te Hiranga 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:

- To provide a high standard of clinical assistance to the anaesthetist
- Direct assistance with induction of general anaesthesia
- Patient Management Care
- Cleaning, disinfection and sterilisation of equipment
- Equipment
- Knowledge and skill development is ongoing and current
- Liaison and Communication
- Treaty of Waitangi
- Health and Safety
- Privacy & Confidentiality

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

Key Responsibility Area	Expected Outcomes
<i>Te Tiriti o Waitangi</i>	<ul style="list-style-type: none"> • 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 • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Northland District Health Board Te Tiriti o Waitangi Training
<i>To provide a high standard of clinical assistance to the Anaesthetist</i>	<ul style="list-style-type: none"> • Establishing Anaesthetist's requirements for relevant surgical procedures. • 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. • 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. • Preparation and assistance for spinal, epidural, and regional anaesthetic procedures. • Provide assistance outside the operating theatre when required by the anaesthetist. These duties may at times be required in the PACU & A&M Kaitaia Hospital
<i>Direct assistance with induction of general anaesthesia</i>	<ul style="list-style-type: none"> • Ensure that equipment is set up for relevant surgical procedures and is in a safe working order.
<i>Patient Management Care</i>	<ul style="list-style-type: none"> • Accurate identification and assessment of patient as per theatre protocol for patient check in. • To participate in the briefing, debriefing and Paperless Checklist (Sign in, Time out, Sign out). • Maximum safeguards are observed with regard to cultural and individual differences. • To provide a high degree of professional care to the patient. • Monitoring of endoscopy patients, under direction of endoscopist •
<i>Cleaning, disinfection and sterilisation of equipment</i>	<ul style="list-style-type: none"> • An understanding and adherence to the procedures as in accordance with departmental and infection control policies. •

Key Responsibility Area	Expected Outcomes
Equipment	<ul style="list-style-type: none"> • To ensure that all anaesthetic and ancillary equipment is in a safe clean and ready state of condition. • Restocking and continued provision of anaesthetic drugs, intravenous fluids etc. as in accord with Theatre Department levels. •
Knowledge and skill development is on going and current	<ul style="list-style-type: none"> • 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. •
Liaison and communication	<ul style="list-style-type: none"> • To work as part of a team. Encourage and promote good morale and relationships between colleagues in theatre and other areas. • Communicate with anaesthetists and anaesthetic technicians to provide optimum patient care. • Ensure exchange of information with OT staff, medical staff and ward staff is required to maintain highest standard of patient care. • Promote awareness of self-responsibility in relation to health. •
Health & Safety	<ul style="list-style-type: none"> • Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management • Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> • Practicing and observing safe work methods; • The use of safety equipment; • Reporting unsafe conditions or equipment; and • Reporting and documenting all accidents or incidents
Privacy and Confidentiality	<ul style="list-style-type: none"> • 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 • Complete mandatory induction training on Privacy responsibilities

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">• Certificate/Diploma in Anaesthetic Technology or equivalent.• Registered with the Medical Science Council Of New Zealand.• Current Practicing Certificate.	<ul style="list-style-type: none">• Computer skills with Te Whatu Ora patient management system

Experience

Essential	Desirable
<ul style="list-style-type: none">• Two years post qualification	<ul style="list-style-type: none">•

Awareness and Understanding of

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

Skills & Personal Attributes

Skills
<ul style="list-style-type: none">• Good communication• Team participation• Ability to organize and prioritize workload• Ability to work under pressure• Confident around new technology and computerized equipment

Personal Attributes
<ul style="list-style-type: none">• Commitment to providing the best service possible• Able to negotiate, consult and work within a team in a positive manner without conflict• Non-judgemental, caring positive approach• Willing team player• Responsive to direction and supervision• Consistently and enthusiastically delivers high level of service to customers• Demonstrates honesty, integrity and respect for all• Awareness of the cultural needs of all people• Professional appearance, attitude, presentation and approach to the position• A commitment to quality and excellence in customer focused care

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: _____

Signature of employee: _____

Date: _____