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**POSITION DESCRIPTION**

**Organisational Vision**:

South Canterbury District Health Board (SCDHB) is committed *“to enhance the health and independence of the people of South Canterbury”.*

**Organisational Values:** **I CARE**

* **I**ntegrity
* **C**ollaboration
* **A**ccountability
* **R**espect
* **E**xcellence

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| **Position** – Anaesthetic Technician / Anaesthetic Assistant |
| **Department** – Operating Theatre |
| **Reports to** - Senior Anaesthetic Technician/Nurse Co-ordinator Operating Theatre /Clinical Unit Nurse Manager Operating Theatre |
| **Functional Relationships**:  Operating Theatre Manager  Senior Anaesthetic Technician  Clinical Nurse Coordinator Operating Theatre  Operating Theatre Nursing and Allied Health staff  Anaesthetists  Surgeons  Day Patient Services  Emergency Department and ICU  Radiology |
| **Hours**: As per letter of appointment (Mon – Fri, rostered shifts) (on call) |

**ROLE SPECIFICATION**

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| Anaesthetic Technician provides perioperative technical management and patient care to support the provision of quality health care and safe anaesthesia.  An Anaesthetic Technician practises collaboratively with other health professionals. as a member of the anaesthetic care team  An Anaesthetic Technician:   * Utilises technical and clinical judgment to assess peri-operative requirements and provide patient care and assistance during all aspects of anaesthetic administration and during anaesthetic related procedures. * Has a working knowledge of anaesthetic invasive techniques and their ongoing management * Administration of anaesthetic agents can only occur in an assisting role under the direction of a Medical Anaesthetist, or Intensive Care Specialist. * Provides support to the Medical Anaesthetist/Intensive Care Specialist and collaborates and works alongside other health professionals during peri-operative, intervention. * Provides a high standard of clinical and technical assistance to the anaesthetist during the induction of, maintenance of, and emergence from anaesthesia or sedation. * Responsible for maintenance of all equipment pertaining to the administration of anaesthesia. ensure it is safe and functional including daily Level 1, 2 and Level 3 * Is willing to undertake Endorsements through Medical Sciences Council to expand their scope of practice. Activities included in this definition, but not limited to, are:   + Anaesthetic related research and development   + Applied science and anaesthetic technology education |

**PERSON SPECIFICATION**

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| * Registered Anaesthetic Technician with a current Medical Science Council (MSC) approved practising certificate. * Knowledge of the relevant legislation and standards which govern health care practice in New Zealand, including the Treaty of Waitangi * Proven excellent communication and interpersonal skills, including problem solving, conflict resolution and negotiation with a range of people from diverse backgrounds. |

**PART ONE: KEY RESPONSIBILITIES PERFORMANCE CRITERIA**

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| **Professional Responsibility**  *Acts in accordance with ethical, legal, professional and regulatory requirements* | |
| **Key Responsibilities** | **How it will be measured: KPI** |
| Practice complies with the Health Practitioners Competence Assurance Act 2003  Complies with other relevant legislation and codes including:   * Code of Health and Disability Services Consumers' Rights * Health Information Privacy Code * Medicines Act 1981 * Misuse of Drugs Act * Australian and New Zealand College of Anaesthetists Guidelines   Applies the principles of quality assurance and improvement: to anaesthetic technology practice  Accountability for professional decisions and actions.  Participates in the induction of new staff and supervision of students | * Practises within the Anaesthetic Technician scope of practice and within any conditions specified, and holds a current practising certificate (Presents Annual Practising Certificate for reimbursement within one month of receipt) * Performance Review supports work always occurring within scope of practice * Actively engages in a Council-approved recertification programme * Performance Review demonstrates competencies are met * Demonstrates compliance with workplace policies and procedures to meet and improve performance standards * Ensures Mandatory Training is up to date * Initiates resolution of problems. * Evaluates outcomes and modifies processes where appropriate. * Participates in departmental meetings * Maintains accuracy in all documentation and communications * Contributes to team objectives. * Works collaboratively with other team members and demonstrates good working relationships * Demonstrates accountability for own practice * Feedback from new staff and students |
| **Demonstrates Professional Practice**  *Provides dedicated professional, clinical and technical assistance to the Medical Anaesthetist or Intensive-Care Physician; and*  *Protects patients from physical danger and avoidable risk.* | |
| **Key Responsibilities** | **How it will be measured: KPI** |
| Demonstrates understanding and knowledge of the principles and processes of anaesthetic practice:   * Demonstrates knowledge of the level 1, 2, and 3 anaesthetic machine check protocol recommended by the College of Anaesthetists. * Demonstrates knowledge minimum facilities for safe anaesthetic practice in operating suites as recommended by the ANZCA Standards and MSC Standards and Scope of Practice * Preparation of the anaesthetic machine, ancillary, monitoring, intravenous administration, warming, emergency and resuscitation equipment, ensuring it is in a safe, clean and functional state. * Cleaning, decontamination and/or sterilisation, storage, care and maintenance of anaesthetic equipment. * Appropriate disposal of single use items is understood and processes followed as part of daily practice.   Demonstrates theoretical competency in emergency procedures:   * Airway management * Cardiac and respiratory arrest * Malignant hypothermia * Medication reaction   Works in a systematic and planned approach to meet the needs of the patient  Monitor the patient’s environment and intervene to provide safe and effective care.  Maintains current knowledge in Anaesthetic Technology:  Utilises available resources efficiently to meet patient’s health care needs  Uses stock in a cost-effective manner within budget constraints  Ensures patient, personal, colleague and public safety disposes of hazardous chemical and biological material appropriately | * Performance Review * Consumer satisfaction * Feedback from Peers * Documentation meets organisational guidelines/standards |
| **Demonstrates Sound Interpersonal Skills**  *Communicates effectively with patients, colleagues, other health professionals and the public.* | |
| Communicates in a style and format to ensure that information is conveyed to meet the needs of the individuals and/or group whether this is with patients or colleagues  Works collaboratively as a member of the Operating Theatre team and wider organisation  Demonstrates a professional, positive attitude towards colleagues, patients and family/whanau at all times.  Providing assistance to other members of the theatre team where appropriate, recognising that the effective management of theatres depends on effective communication and participation of all members of the multi-disciplinary team  Develop effective and supportive interpersonal relationships with peers and other health workers  Quickly and effectively adjusts behaviour to meet a goal and/or changing circumstances, e.g. changed work schedules, patients’ needs  Participates in ensuring an atmosphere where staff support each other and workplace violence and bullying is not tolerated | * Performance Review * Feedback and participation in annual staff performance review * Evidence of participation, attendance at departmental meetings * Participation in departmental improvement projects |
| **Competency Four: Demonstrates Culturally Safe Practice**  *Takes the socio-cultural values of others into account in all aspects of daily practice.*  *Incorporates the principles of the Treaty of Waitangi into daily practice* | |
| Assesses and responds to the individual patient needs: physical, social, spiritual, emotional and cultural when undertaking anaesthetic procedures.  Demonstrates an understanding of the principles of the Treaty of Waitangi –  Incorporates the four cornerstones of Maori health - whanau (family heath); tinana (physical health);  hinengaro (mental health); and wairua (spiritual health) – into Anaesthetic Technology practice.  Practises in a culturally safe manner | * Performance Review * Feedback and participation in annual staff performance review * Demonstrates cultural safe practice |

**The intent of this position description is to provide a representative summary of the major duties and responsibilities.**

**Agreed by:**

---------------------------------------------------- (Job holder’s signature) -------------------- Date

----------------------------------------------------- (Employer’s signature) -------------------- Date

Date Reviewed: Feb 2018 Reviewed by: Jill Pope Senior Anaestheist Next Review: Jan 2019