

POSITION DESCRIPTION

Canterbury

District Health Board

Te Poari Hauora o Waitaha

MARCH 2015

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

Organisational Values

- Care & respect for others
- Integrity in all we do

Responsibility for outcomes

POSITION TITLE:

Registered Anaesthetic Technician

REPORTS TO (Title):

Charge Anaesthetic Technician

REPORTS ON A DAILY BASIS TO:

Team Leader Coordinator

PRINCIPAL OBJECTIVES

- To provide in a professional manner, skilled, clinical and technical assistance to the anaesthetist.
- To work as part of the theatre team in providing maximum quality care to patients undergoing anaesthesia.

FUNCTIONAL RELATIONSHIPS:

(Who are the customer/consumers/patients)

INTERNALLY:

1	Team Leader Anaesthetic Technicians
2	Anaesthetists
3	Acute theatre co-ordinator
4	Theatre team members - Nursing, recovery, ward aids, orderlies.
5	Peri operative services manager
6	Peri operative Nurse Manager
7	Staff from other disciplines
8	Surgeons

EXTERNALLY:

1	Technical Services
2	Blood Bank

KEY PERFORMANCE OBJECTIVES:

Task	The Anaesthetic Technician will behave in a professional manner, adhering to the standards and guidelines of the department
Expected Result	Has a knowledge of the level 1, 2, and 3 anaesthetic machine check protocol recommended by the college of anaesthetists. Is familiar with the minimum facilities for safe anaesthetic practice in operating suites as recommended by the college of anaesthetists
Task	The Anaesthetic Technician will use the professional framework to deliver quality care of the patient undergoing anaesthesia
Expected Result	Assesses and responds to the patients needs: physical, social, spiritual, emotional and cultural. Establishes priorities for individual patient care. Utilises colleagues to assist with problem. Accurately documents care given and information required for CDHB patient management system ie. fluids given, anaesthetic start time etc.
Task	The Anaesthetic Technician will use the professional framework to deliver quality anaesthetic assistance
Expected Result	Demonstrates a knowledge of the use, care, servicing and maintenance of anaesthetic equipment. Demonstrates a practical and theoretical understanding of anaesthetic techniques and requirements. Has a working knowledge of anaesthetic invasive techniques and their ongoing management. Demonstrates a knowledge of drugs used in anaesthesia. Works in accordance with CDHB Anaesthetic Technicians policy regarding the administration of intravenous drugs and fluids
Task	The Anaesthetic Technician will liaise with members of the Perioperative team to optimise patient outcomes

Expected Result	<p>Knows the role of the Perioperative team and functions as a team member.</p> <p>Preserves patient confidentiality.</p> <p>Timely involvement with appropriate professionals.</p> <p>Communicates effectively through the correct channels.</p> <p>Acts as an advocate for the patient.</p>
Task	<p>The Anaesthetic Technician is able to implement emergency procedures and maintain a safe and secure work environment by following relevant policies, protocols and standards</p>
Expected Result	<p>Demonstrates theoretical competency in emergency procedures</p> <ul style="list-style-type: none"> Airway management Cardiac and respiratory arrest Malignant hypothermia Drug reaction Fire <p>Monitor the patient's environment and intervene to provide safe and effective care.</p> <p>Acknowledge own limitations in complex situations and seek assistance.</p> <p>Has CDHB Anaesthetic Technicians I.V. certificate, annual advanced CPR course, attended relevant fire lectures, completed annual machine check competency and POCT competency.</p> <ul style="list-style-type: none"> Adheres to standards for: <ul style="list-style-type: none"> Safety Hygiene Infection control Ethical Medico legal
Task	<p>The Anaesthetic Technician will contribute to the effective management of the department and utilise resources efficiently.</p>

Expected Result	<p>Demonstrates responsible and cost effective use of stock.</p> <p>Participates in department meetings and decision making,</p> <p>Works effectively within a team.</p> <p>Deputise for the Team Leader Anaesthetic Technicians within the department as required.</p> <p>Is able to work autonomously within policy and protocol guidelines.</p> <p>Mentor and support Trainee Anaesthetic Technicians.</p>
Task	<p>The Anaesthetic Technician will accept ongoing responsibility for professional development in conjunction with the Charge Anaesthetic Technician and the Clinical Director - Anaesthesia.</p>
Expected Result	<p>Updates clinical knowledge and skills through:</p> <p>Participates in the teaching and assessing of others.</p> <p>Acts as a role model</p> <p>Identifies professional goals annually in conjunction with line manager. Prepare for annual performance appraisal.</p> <p>Assist in the induction / orientation of new staff.</p> <p>Assist in compiling resource material for educational purposes at unit level.</p> <p>Continue to advance clinical knowledge and skills through self learning, department teaching/presentations, in-service education, external programs as approved.</p> <p>The Anaesthetic Technician may be asked to undertake other duties as required.</p>

HEALTH & SAFETY:

- Observe all Canterbury DHB safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

QUALITY:

Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

QUALIFICATIONS & EXPERIENCE:

Essential

- Must have gained the Diploma in Applied Science in Anaesthetic Technology and have successfully completed the Registration Examination or if qualified prior to February 1993, possess the Certificate of Proficiency (issued by the New Zealand Society of Biomedical Technology and the New Zealand Society of Anaesthetists) If qualified after February 1993, the Certificate of Anaesthesia Technology from the Auckland University of Technology in New Zealand. If an overseas qualification, it must be one that is recognised by Medical Science Council New Zealand.
- Must be registered with the Medical Sciences Council of New Zealand and hold a current APC
- Member of NZATS

Desirable

- Minimum 2 years post qualification experience (essential if overseas qualified)
- Experience in all anaesthetic practices for all surgical specialities

PERSONAL ATTRIBUTES:

Mandatory:

Key Behaviours

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.
- Ability to provide inspirational and motivational leadership
- Have good communication skills
- Ability to work as part of a team
- Professional attitude
- Be prepared to be accountable for their practice
- Have a commitment to ongoing development of anaesthetic skills and participate in educational activities.