

POSITION DESCRIPTION

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Medical Technician

May 2023

Te Whatu Ora is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Position Title:	Medical Technician	
Reports to:	Team Leader Medical and Orthotic Technicians	
Key Relationships:	Internal: <ul style="list-style-type: none">• Operations Manager Hospital Services• Senior Medical Officers• Patients and their families / carers• Clinical Nurse Managers, Clinical Managers and their delegates• Planning and Funding team• Quality Improvement and Clinical Governance committees	External: <ul style="list-style-type: none">• Patients and their whanau• Clinical Directors / Service Managers in Waitaha/Canterbury• Clinical staff in Regional services• Partners in care, including GP's, NGO's and key agencies within the sector• Referrers
Role Purpose:	<p>The Medical Technician works as a member of the Te Whatu Ora Te Tai o Poutini Medical and Orthotic Technicians Team. The key deliverables of this role are:</p> <ul style="list-style-type: none">▪ To work in accordance with the best practice and relevant ethical and professional standards and guidelines▪ To work with the Hospital Services and Allied Health, Scientific and Technical operational groups to ensure a high quality service is delivered whilst ensuring compliance with all the statutory requirements, and policies and procedures for the areas of activity Medical Technicians undertake▪ To work with the Clinical and Operational Leaders of services which provide oversight of the functions undertaken by the Technicians (for example Audiology, Respiratory, Cardiology, Orthopaedics and Orthotics) to fostering and promoting good technical and culturally safe practice with ongoing review and development of policies / procedures that affect practice▪ Encourage good communication and collaboration within Te Whatu Ora Te Tai o Poutini services and external providers to strengthen and develop services▪ To accept responsibility for the outcomes and performance of the service provided and ensure efficient and effective deployment of allocated resources▪ To provide information to relevant groups regarding service need/development	

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ORGANISATIONAL VISION & VALUES:

Our vision is for an integrated West Coast health system that is clinically sustainable and fiscally viable; a health system that wraps care around a person and helps them to stay well in their community.

All activities of the Te Whatu Ora Te Tai o Poutini reflect the values of:

- Manaakitanga – caring for others
- Tika - correctness
- Pono - truth

He mihi

E ngā mana

E ngā reo

E ngā iwi o te motu

Tēnei te mihi ki a koutou katoa

He whakatauki

Ko tau rourou, ko taku rourou, ka ora ai te iwi

With your contribution and my contribution, we will be better able to serve the people.

KEY ACCOUNTABILITIES:

The 'role title' is responsible for:	The 'role title' will be successful when
1. To work collaboratively and constructively	<ul style="list-style-type: none">• Builds a collaborative relationship with partners across the health system to ensure an integrated health service for the West Coast.• Builds and maintains a culture of excellence in professional conduct, personal responsibility and accountability, leading by example.• Ensures effective and professional communication mechanisms are in place for communication with staff and our partner organisations.• Fosters an environment and culture that supports innovation and creativity in practice, continuous quality improvement, research, teaching, supervision and training and development of staff• Demonstrates in practice the principles of the Treaty of Waitangi, partnership, protection and participation and leads culturally responsive clinical practice across the Medical Technician and Orthotics Services.• Maintains and develops professional networks with stakeholders e.g. relevant regulatory and professional bodies, tertiary education providers and builds collaborative partnerships with professional leaders and staff across Te Whatu Ora, WCPHO and NGO partners.• Leads and co-ordinates any specified projects/portfolios as delegated by the Operations Managers and Associate Director of Allied Health, Scientific & Technical
2. Areas of specific competence	<p>Provide clinical contact in the following service areas:</p> <p>Orthopaedics</p> <ul style="list-style-type: none">• Be responsible for applying and removing of plaster casts, including specialist paediatric casts.• Undertake cast repairs/splitting on request.

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	<ul style="list-style-type: none"> Occasionally assist in the operating theatre in the application of plasters. Work alongside and under direction of orthopaedic surgeons. Assist nursing staff when removing sutures. <p>Pacemakers</p> <ul style="list-style-type: none"> Perform pacemaker scanning for Christchurch cardiology for patients who need regular monitoring. <p>Exercise Tolerance Tests and ECGs</p> <ul style="list-style-type: none"> Undertake ECGs for a wide range of inpatient/outpatient clients and visiting clinics. Undertake exercise tolerance testing in consultation with senior medical staff. Make sure the patient is aware of what is about to be done, has full instructions and is aware of their responsibility if they experience symptoms during the test. Undertake fitting of specialised recorders such as 24 hour cardiac monitors, 24 hour blood pressure monitoring and long term cardiac monitors. Ensure appropriate paperwork is sent to GP and information is filed in medical records. Ensure appropriate paperwork is sent to patients prior to appointment. Ensuring specialised recordings are downloaded and sent to appropriate facility for reporting. Initial analysis of ECG reports to ensure quality and patient safety <p>Respiratory Testing</p> <ul style="list-style-type: none"> Provide spirometry services as requested to the standard set by the Waitaha Respiratory Team
3. Professionalism	<ul style="list-style-type: none"> Conducts self with a high level of professionalism at all times Professional networks are developed and maintained throughout the West Coast health sector (Te Whatu Ora, PHO, CPH, WC GP's) In partnership with the Professional Development Facilitator (AHST), work to meet their clinical and cultural competency requirements, mandatory training requirements and supervision requirements, and ensure that professional credentialing is completed and that where appropriate they maintain the requirement to hold a current annual practicing certificate from the relevant regulatory authority.
4. Professional Development, Study and Training	<ul style="list-style-type: none"> Develops personal professional growth through participation in professional development activities Actively participates in training to achieve and maintain required level of competency, including offsite training and learning Actively engages in study to achieve and maintain required professional standards
5. Communication	<ul style="list-style-type: none"> Communicates information in a health literate manner. Advocates clearly, prepares and presents an opinion well. Communicates effectively with members of staff, the public and external organisations. Contributes to effective organisational communication. Provides or contributes to accurate and timely reports on nutrition service outcomes and activities

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6. Customer Service	<ul style="list-style-type: none"> • Respects and maintains client confidentiality, rights and dignities at all times. • Selects and uses the appropriate communication medium for information transfer. • Responds in a timely and positive manner when dealing with all patients and their whanau, stakeholders and colleagues, both in person and on the phone. • Models a commitment to customer service and patient advocacy. • Provides timely and appropriate response in unexpected or confrontational situations. • Understanding and commitment to adherence with the Code of Patient Rights and Responsibilities. • Demonstrates responsibility for creating a customer service environment.
7. Honouring Cultural Diversity	<ul style="list-style-type: none"> • Demonstrates commitment to Treaty of Waitangi principles when working with tangata whaiora and whānau. • Consistently demonstrates awareness and sensitivity of cultural differences when working with patients and their families/whānau, and when working with clinical and non-clinical colleagues across the Te Whatu Ora Te Tai o Poutini. • Consistently utilises Tikanga Best Practice guidelines in all aspects of practice • Demonstrates personal commitment to addressing inequity for Māori and Pacific peoples accessing Te Whatu Ora services • Works in collaboration with the Te Whatu Ora Māori Health Team, local iwi, Māori Mental Health Team, etc. to develop strategies aimed at addressing inequities • Consistently respects the spiritual beliefs and cultural practises of others, including colleagues • Demonstrates care and respect for diversity in the workplace, including care and respect for internationally trained colleagues. • Collaborate with Poutini Waioara and other NGO's to meet service needs of their clients.
8. Health & Safety	<ul style="list-style-type: none"> • Maintaining a high quality, safe and secure work environment by following relevant Te Whatu Ora and divisional policies, protocols and standards.
9. Quality	<ul style="list-style-type: none"> • Assists the Team leader with the development and maintenance of quality management systems to optimise the quality of patient care. • Support the development of quality initiatives that align with the Takiwa Poutini strategic priorities, and support growth and development in the workforce • Contributes to the specification of service quality measures in line with levels of funding, generally accepted standards and consumer and family expectations • Develops and recommends initiatives to address differential access to healthcare services for Māori and high and/or complex needs populations • Participates in quality improvement activity, clinical audit, research, accreditation within profession where appropriate, peer review within and across multi-disciplinary teams and that learnings are shared and applied.
10. Other duties	<ul style="list-style-type: none"> • The Medical Technician will undertake other duties as reasonably requested by Team Leader from time to time (for example weekend clinics when required)

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PERSON SPECIFICATION:

Qualifications & Experience <i>(indicate years of experience required and level of learning)</i>	
Essential <ul style="list-style-type: none">• Current full New Zealand Drivers Licence• Demonstrated knowledge of the New Zealand Health Sector• Commitment to complete the Certificate in Physiology Measurement (Cardiology) within 12 months of commencement• Excellent administrative, organisational, and time management skills• Proven ability to work autonomously as well as being a good team player.• Ability to be innovative, pro-active and flexible• Excellent written and oral communication• Ability to communicate across all disciplines and occupational groups• Competence in a variety of administration and health record applications• Commitment to Te Tiriti o Waitangi	Desirable <ul style="list-style-type: none">• Certificate in Physiology Measurement (Cardiology)• Previous experience of working in health care setting.• Experience in customer care / service• Possess good clerical, literacy and computer skill

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.

The Te Whatu Ora has non-smoking policies which are expected to be adhered to by all staff.

Signed on behalf of Te Whatu Ora Te Tai o Poutini

I accept the terms & conditions as outlined in this position description

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Position: _____

Te Whatu Ora Te Tai o Poutini