

**The West Coast 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.**

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| **Position Title:** | Anaesthetic Technician | |
| **Reports to:** | Clinical Nurse Manager Perioperative | |
| **Key Relationships:** | Internal:   * Perioperative Clinical Nurse Manager * Team leader Anaesthetic Technicians * Anaesthetists * Theatre team members * Nursing, recovery, orderlies * CSSD * Staff from other disciplines * Surgeons | External:   * Technical Services * Blood Bank * Education providers * Critical Care Unit * Emergency Department |
| **Role Purpose:** | The Anaesthetic Technician will work as part of the theatre team in providing maximum quality care to patients undergoing anaesthesia and anaesthetic procedures (nerve Block, local anaesthetic, invasive lines)  The key deliverables are –   * Provide skilled, clinical and technical assistance to the Anaesthetist. | |
| **Complexity:** | Most challenging duties typically undertaken or most complex problems solved:   * Provides user training sessions to new staff and regularly updates other members of the team. * Works with relevant teams to provide the care and management of patients within the WCDHB. * Every staff member within the WCDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be familiar with and apply appropriate organisational and divisional policies and procedures. * The Anaesthetic Technician will participate 24 hour/365 day per year on call coverage on a rostered basis including weekends and public holidays, extra to the 40 hour working week. | |

**KEY ACCOUNTABILITIES:**

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| **The ‘role title’ is responsible for:** | **The ‘role title’ will be successful when** |
| 1. **Health and Safety**   Maintaining a high quality, safe and secure work environment by following relevant West Coast DHB and divisional policies, protocols and standards. | * The Anaesthetic Technician is expected to meet the Health & Safety requirements as set out in the WCDHB’s policies and Procedures. * Ensures own safety and safety of others * Reports any hazards or potential hazards immediately * Uses all protective equipment and wears protective clothing provided * Make unsafe work situations safe or if the cannot, informs the line manager. * Cooperates with the monitoring of workplace hazards and employees health. * Reports early pain and discomfort. * Takes an active role in the WCDHB rehabilitation plan, to ensure an early and durable return to work * Seeks advice from your manager if you are unsure of any work practice. |
| 1. **Quality**   The Anaesthetic Technician will use the professional framework to deliver quality anaesthetic assistance. | * Assesses and responds to the patients needs: physical, social, spiritual and cultural. * Establishes priorities for individual patient care. * Utilises colleagues to assist with problems. * Accurately documents care given and information required for WCDHB patient management system i.e. fluids given, anaesthetic start times, etc. |
| 1. **Professional Standards**   The Anaesthetic Technician will behave in a professional manner, adhering to the standards and guidelines of the department. | * 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. |
| 1. **Emergency Procedures**   The Anaesthetic Technician is able to implement emergency procedures and maintain a safe and secure work environment by following relevant policies, protocols and standards. | * Demonstrates theoretical competency in emergency procedures:   - Airway management  - Cardiac and respiratory arrest  - Malignant hypothermia  - Drug reactions   * Monitor the patient’s environment and intervene to provide safe and effective care. * Acknowledge own limitations in complex situations and seek assistance. * Has a current I.V. certificate, annual CPR course, attended relevant fire lectures, 3 year CORE course, and all other mandatory training required by the WCDHB. * Adheres to standards for:- * Safety * Hygiene * Infection Control * Ethical * Medico Legal |
| 1. **Professional Development**   The Anaesthetic Technician will accept ongoing responsibility for professional development. | * Updates clinical knowledge and skills. * Participation in the teaching of others. * Acts as a role model. * Identifies professional goals annually in conjunction with line manager. * Assist in the development and review of the induction program for new staff. * Assist in compiling resource material for education purposes at unit level. * Continue to advance clinical knowledge and skills through self-learning, department teaching/presentations, in-service education, and external programs as approved. * The Anaesthetic Technician may be asked to undertake other duties as required. * Prepared for performance appraisal, as specified by WCDHB. |
| 1. **Optimise Patient Outcomes**   The Anaesthetic Technician will liaise with members of the Perioperative team to optimise patient outcomes. | * Knows the role of the Perioperative team and functions as a team member. * Preserves patient confidentiality. * Timely involvement with appropriate professionals. * Communicates effectively through the correct channels. * Acts as an advocate for the patient. |
| 1. **Effective Management of the Department.**   The Anaesthetic Technician will contribute to the effective management of the department and utilise resources efficiently. | * Demonstrates responsible and cost effective use of stock. * Participates in department meetings and decision making. * Works effectively within a team. * Deputise for the Team Leader Anaesthetic Technicians within the department as required. * Is able to work autonomously within policy and protocol guidelines. * Mentor and support Trainee Anaesthetic Technicians. |
| The Anaesthetic Technician will participate 24 hour / 365 day per year on cell coverage on a rostered basis including weekends and public holiday, extra to the 40 hour working week. | |

**PERSON SPECIFICATION:**

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| **Qualifications & Experience** *(indicate years of experience required and level of learning)* | |
| **Essential**   * Must be registered with the Medical Sciences Council of New Zealand, and must have current Medical Sciences Council Practicing Certificate. * 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. | **Desirable**   * Minimum 2 years post qualification experience (essential if overseas qualified). * Experience in all anaesthetic practices for all surgical specialties. * Have a commitment to ongoing development of anaesthetic skills and in-service education. |

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.