

Position Description

April 2023

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

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:

Registered Nurse, Anaesthetic Assistant (RNAA)
Trainee

REPORTS TO (Title):

Perioperative Unit manager
Charge Nurse Manager

REPORTS ON A DAILY BASIS TO:

Charge Anaesthetic Technician
Team Leader Coordinator

PRINCIPAL OBJECTIVES

This position covers all aspects of the delivery of Peri-operative nursing care required by the Operating Theatre Suite at Christchurch Hospital.

It encompasses:

Provision of safe clinical Nursing care for patients, their care-givers (where appropriate), and members of the multi-disciplinary team involved in the work of the Operating Theatre Suite.

Provision of clinical nursing activities that meet Department and Hospital philosophies, policies and procedures.

Proficiency in Nursing practice:

- Demonstrating the ability to utilise independent and interdependent nursing judgement that enhances patient outcomes and teamwork.
- Demonstrating innovation, vision and commitment to excellence in own nursing practice
- Demonstrating commitment to ongoing education and professional development.
- Demonstrating professional responsibility by instigating and participating in nursing issues at Department and Te Whatu Ora – Waitaha Canterbury wide levels (where appropriate).
- Assists the service to successfully meet contractual requirements detailed in the Peri-operative Service Business Plan.

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

- | | |
|---|--|
| 1 | As required with Clinical Charge Nurses, Registered Nurses, Operating Theatre Nurse Manager, Operating Theatre Co-ordinator, Surgeons, Anaesthetists, Anaesthetic Technicians, Ancillary staff, Te Whatu Ora – Waitaha Canterbury staff employed in other Hospital Wards and Departments, Operating Theatre staff at Burwood and Christchurch Women’s Hospitals. |
|---|--|

EXTERNALLY:

- | | |
|---|---|
| 1 | Patients and their whanau
Technical Services
Blood Bank |
|---|---|

KEY PERFORMANCE OBJECTIVES:

Task

- | |
|---|
| 1. To provide assigned patients with nursing care at the level expected of a Registered Nurse as defined by the Health Practitioners Competence Assurance Act 2003 |
|---|

Expected Result

- | | |
|-----|---|
| 1.1 | Ensure the quality of Nursing care meets the defined standard of clinical and professional practice required by the Nursing Council of New Zealand and demonstrate compliance with the Te Whatu Ora – Waitaha Canterbury Policy and Procedures. |
| 1.2 | Demonstrates nursing and associated specialty clinical expertise consistent with level of experience |
| 1.3 | Demonstrates commitment to the application of Te Tiriti o Waitangi |
| 1.4 | Ensures patient’s legal, physical, psychological and safety requirements are met on transfer to and from the Operating Theatre Suite |
| 1.5 | Assesses and plans nursing care based on identified patient needs, co-ordinating with the planned care of other members of the Operating Theatre team. |
| 1.6 | Carries out nursing actions according to the care plan and in response to changes in the needs of the patient. |
| 1.7 | Continues ongoing assessment of assigned patient’s needs, communicating changes as necessary to the Theatre team. |

1.8	Documents aspects of care in compliance with Te Whatu Ora – Waitaha Canterbury Policies and Procedures.
1.9	Establishes, maintains and terminates therapeutic relationships with patients and where appropriate, their caregivers/families/whanau.
1.10	Maintains physical and psychological environment conducive to patient safety and comfort at all times.
1.11	Demonstrates the ability to research Nursing (and associated) problems, participate in studies and deliver results in a manner that is meaningful and complimentary to the patient and departmental outcomes.
1.12	Continually evaluates nursing practice and process, comparing it to published research and seeking the opportunity to innovate or improve. Is able to question and assist in the facilitation of adopted change processes (to listen, to reflect, to speak and to act).
1.13	<p><u>Provides planned assistance to the Anaesthetist.</u></p> <ul style="list-style-type: none"> • Provides highest standard of assistance to the anaesthetist in the planning and delivery of anaesthetic care • Responsible for the preparation and safe operation of anaesthetic delivery devices, monitoring, intravenous fluid preparation, patient warming, emergency and resuscitation equipment and to provide in a clean and functional state • Participates in surgical safety checklist to actively contribute to a safe surgical outcome • Ensures that patient safety and comfort is of highest priority during their peri-operative episode

Task

2. To provide supervision and direction for the Nursing care and related duties performed by Registered Nurses, Enrolled Nurses, Ancillary staff, students and visitors.

Expected Result

- | | |
|-----|---|
| 2.1 | Role model excellence in clinical practice consistent with level of experience. |
| 2.2 | Takes responsibility for assigned tasks, works to support colleagues and enhance teamwork. |
| 2.3 | Continually evaluates nursing practice and process, comparing it to published research and seeking the opportunity to innovate or improve. Is able to question and assist in the facilitation of adopted change processes (to listen, to reflect, to speak and to act). |

- 2.4 Acts as a resource person in a manner consistent with level of experience.
- 2.5 Demonstrates and reinforces professional behaviour in self and colleagues.
- 2.6 Assists with completion of Performance Appraisal for colleagues as required

Task

3. To facilitate multi-disciplinary teamwork within the Operating Theatre Suite

Expected Result

- 3.1 Utilises appropriate resources and team members while following the chain of command to ensure maintenance of an optimal environment for safe patient care.
- 3.2 Advocates, mentors and negotiates with other team members to ensure care delivery at patient interface is optimised
- 3.3 Contributes to team motivation by demonstrating knowledge, skill and ability consistent with level of experience and encouraging research based review and modification of practice.
- 3.4 Promotes Departmental Philosophies and Goals.

Task

4. To assist in the co-ordination of available resources to ensure effective and efficient use of services.

Expected Result

- 4.1 Utilises appropriate resources and team members while following the chain of command to ensure maintenance of an optimal environment for safe patient care.
- 4.2 Contributes as required in the effective planning necessary to meet Departmental contract requirements.
- 4.3 Assists in Department performance that ensures contractual obligations are met
- 4.4 Works with and supports the Operating Theatre Management Team to ensure that the Operating Theatre is well-organised and able to achieve maximum efficiency in patient focused care
- 4.5 Independently orders, organises and utilises stock and equipment in a cost-efficient manner consistent with level of experience.

4.6	Specialty/stock supplies are used and stored efficiently
4.7	Order new stock when appropriate.
4.8	Initiates and suggests improvements in stock or equipment management systems in a manner consistent with experience.
	Maximises Operating Theatre utilisation assisting Department to Achieve Operating Theatre Suite goals.

Task

5. To assist in the co-ordination of available resources to ensure effective and efficient use of services.
--

Expected Result

5.1	Utilises appropriate resources and team members while following the chain of command to ensure maintenance of an optimal environment for safe patient care.
5.2	Contributes as required in the effective planning necessary to meet Departmental contract requirements.
5.3	Assists in Department performance that ensures contractual obligations are met
5.4	Works with and supports the Operating Theatre Management Team to ensure that the Operating Theatre is well-organised and able to achieve maximum efficiency in patient focused care
5.5	Independently orders, organises and utilises stock and equipment in a cost-efficient manner consistent with level of experience.
5.6	Specialty/stock supplies are used and stored efficiently
5.7	Order new stock when appropriate.
5.8	Initiates and suggests improvements in stock or equipment management systems in a manner consistent with experience.
5.9	Maximises Operating Theatre utilisation assisting Department to Achieve Operating Theatre Suite goals.

Task

6. Accepts ongoing responsibility for own professional development

Expected Result

6.1	Initiates personal performance appraisals process at least once yearly.
6.2	Plans professional development as part of the appraisal process, in co-operation with the Charge Anaesthetic Technician/Team Leader Coordinator and Clinical Charge

Nurse
6.3 Maintains evidence of professional clinical practice throughout the year, initiating and contributing to annual personal Performance Appraisal
6.4 Maintains competency in Emergency Procedures annually, Intravenous Therapy certificate, point of care testing (POCT) and machine check competency

Task

7. The Registered Nurse will work in a safe and healthy manner to prevent harm to themselves or others.

Expected Result

7.1 Be aware of and comply with Te Whatu Ora – Waitaha Canterbury health and safety policies and procedures
7.2 Be pro-active in identifying and controlling hazards through staff meetings, Work Accidents are reported directly to their reporting clinical leader, manager or supervisor

KEY TASK

Undertake other duties consistent with the tasks above, as delegated by the Clinical Charge Nurse or Perioperative Nurse Manager or Charge Anaesthetic Technician

LIMITATIONS OF AUTHORITY

- Matters which must be referred to the Line Manager.
Security breaches and quality standards failure.
- Significant changes or deterioration in patient condition.
Equipment failure or insufficient resources to provide quality care.
- Any procedure that the practitioner is unfamiliar with and by carrying out the procedure could have adverse effects on patient wellbeing.
- Any matters which are not clearly identified or do not comply with Te Whatu Ora – Waitaha Canterbury Health’s adopted policies and procedures.

Position Description

HEALTH & SAFETY:

Implement or lead and implement emergency procedures and maintain a safe and secure work environment by following relevant Te Whatu Ora – Waitaha Canterbury and Divisional policies, protocols and standards. This includes but is not limited to:

- Practice safe work habits and ensure the health and safety of yourself and others
- Make unsafe work situations safe or, inform a supervisor or manager
- Is knowledgeable about hazards in the work area and the procedures in place to identify and control hazards
- Use Personal Protective Equipment correctly and when required
- Report hazards, incidents, accidents, and near misses promptly and accurately
- Seek advice from manager if unsure of work practices
- Complete mandatory training as required
- Is knowledgeable of emergency procedures and evacuation plans
- Assists in maintenance of equipment as required, and reports faulty equipment promptly
- Actively practice clinical standard precautions

QUALITY:

Every staff member within Te Whatu Ora – Waitaha Canterbury 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:

The Registered Nurse Anaesthetic Assistant Trainee must:

- Be a Registered with Nursing Council of New Zealand as a Registered Nurse and hold a current Nursing Council of New Zealand annual practising certificate.
- Undertake the necessary training as required by Te Whatu Ora – Waitaha Canterbury to gain an RNAA qualification
- Have a commitment to ongoing development of skills and in-service education relevant to the respective nursing position description.
- Be available to participate in a general on call roster covering nights and weekends

It is desirable that the Registered Nurse Anaesthetic Assistant:

- Has a minimum of two years post-registration experience.

- Has recent experience in an Acute healthcare setting
- Has advanced expertise/experience in perioperative nursing

PERSONAL ATTRIBUTES:

- Be prepared to be accountable for their practice.
- Demonstrate commitment to completing RNAA training program
- Maintain contemporary practice through ongoing commitment to professional development.
- Have good communication skills.
- Have the ability and be willing to work as part of a team.
- Be able to prioritise confidently and appropriately in demanding situations.
- Demonstrated commitment to quality and clinical excellence based on current research and best practice.
- Have good time management skills
- Be computer literate
- Be aware of cultural differences and behave in a culturally appropriate manner when dealing with patients/family or staff from other cultures
- Have a working knowledge and understanding of:
 - Health & Safety in Employment Act
 - Health Standards New Zealand (Accreditation) Quality systems and Processes
 - Privacy Act
 - Patient Code of Rights and Responsibilities