

## Position Description | Te whakaturanga ō mahi Health New Zealand | Te Whatu Ora

<b>Title</b>	Training Coordinator [Training Pathways]		
<b>Reports to</b>	Charge Anaesthetic Technician		
<b>Location</b>	Health New Zealand, Waitaha Canterbury		
<b>Department</b>	Anaesthetic Technician Department		
<b>Direct Reports</b>	Nil	<b>Total FTE</b>	N/A
<b>Budget Size</b>	<b>Opex</b>	<b>Capex</b>	N/A
<b>Delegated Authority</b>	<b>HR</b>	<b>Finance</b>	N/A
<b>Date (the PD is finalised)</b>	April 2026		
<b>Salary band (indicative)*</b>	Allied Health Designated Salary Scale Grade B 1 – 3. NZNO Senior Designated Nurses Grade 1 Steps 1 – 2.		

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations.
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well.
3. Everyone will have equal access to high quality emergency and specialist care when they need it.
4. Digital services will provide more people the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

### Te Mauri o Rongo – The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

**Wairuatanga** – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

**Rangatiratanga** – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

**Whanaungatanga** – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

**Te Korowai Āhuru** – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

## About the role

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The primary purpose of the role is to lead:

- **Clinical Education Leadership:** As an expert Anaesthetic Technician or Registered Nurse Anaesthetic Assistant, you will lead the planning, delivery, and evaluation of all clinical education and training programmes for our anaesthetic services.
- **Tertiary Partnership & Placement Coordination:** You will be the primary liaison for our tertiary partners, managing all aspects of student placements. You will collaborate across the multidisciplinary team to foster a welcoming, supportive, and effective learning environment.
- **Mentoring & Development:** You will guide, support, and empower our clinical coaches and preceptors. Your leadership will enable them to effectively mentor our trainees and students, ensuring they contribute to positive health outcomes for the people of Waitaha Canterbury.
- **Professional Leadership:** You will demonstrate a strong commitment to your own professional development, including pursuing relevant postgraduate education to ensure our training is evidence-based. Active participation in professional forums to represent our service is essential.
- **Hybrid Role:** This hybrid position balances clinical practice with dedicated non-clinical time. You will maintain your clinical skills while leading educational development, student coordination, and related quality improvement initiatives.

Key Result Area	Expected Outcomes / Performance Indicators
Clinical Practice	<ul style="list-style-type: none"> <li>• Apply advanced clinical knowledge, clinical reasoning and expertise while modelling evidence-based practice.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate skill in clinical reasoning.</li> <li>• Demonstrates an ability to lead and work effectively within a clinical team, contributing and following, as required, interdisciplinary procedures and guidelines.</li> <li>• Promote core supportive anaesthetic and perioperative clinical skills, beliefs and theory so that staff assessments and interventions are underpinned by a clear understanding of anaesthetic technician and registered nurse anaesthetic assistant practice.</li> <li>• Act as a role model for advanced practice and skills in own specialist area.</li> <li>• Demonstrate recognition of practice boundaries and working within anaesthetic technician and registered nurse anaesthetic assistant scope of practice.</li> <li>• Demonstrate in practice the principles of the Treaty of Waitangi – Partnership, Participation, Protection.</li> <li>• Demonstrate culturally safe practice that encompasses a diverse range of beliefs, values and practices.</li> <li>•</li> </ul>
<p><b>To maintain professional development (self and others)</b></p>	<ul style="list-style-type: none"> <li>• Responsible for own professional development, ensuring APC requirements are met.</li> <li>• Provides coaching and mentoring of staff and is involved in the precepting or trainees and students.</li> <li>• Ensures compliance with Health New Zealand Waitaha Canterbury professional requirements.</li> <li>• Models clinical and professional competencies at a level of an experienced practitioner.</li> <li>• Maintain a current knowledge of relevant issues, trends and practices in operating rooms and anaesthesia services.</li> <li>• Participates in education and planning processes.</li> <li>• Maintain and/or extend knowledge and skill base required for effective performance.</li> <li>• Participate in own annual performance review.</li> <li>• Promote effective teamwork and collaborative relationships within the multi-disciplinary team and across health care settings to achieve best health outcomes.</li> </ul>
<p><b>Continuous Quality Improvement</b></p>	<ul style="list-style-type: none"> <li>• Contributes to and participates in clinical policy development.</li> <li>• Demonstrates commitment to quality improvements, risk management and resource utilisation, within the area of supportive anaesthetic and perioperative clinical practice.</li> <li>• Participates in clinical audit processes and evaluates the effectiveness, efficiency and safety of technical support within the area of clinical speciality practice.</li> <li>• Acts to identify and minimise organisational risk.</li> <li>• Actively contributes to evidence-based practice as required by the regulatory authority and clinical effectiveness within service.</li> <li>• Supports/contributes to the research activities of Health NZ Waitaha Canterbury where able.</li> <li>• Facilitates/contributes to the trial of new equipment and procedures.</li> </ul>

<p><b>Student Placement Lead</b></p>	<ul style="list-style-type: none"> <li>• To demonstrate a high level of expertise and knowledge in anaesthesia and the perioperative environment in order to provide the highest level of education and support.</li> <li>• To develop, facilitate, implement, and review educational programmes relating to the perioperative environment and recognise workplace opportunities and constraints.</li> <li>• To co-ordinate, facilitate and support student placements.</li> <li>• Provide direct / indirect clinical and technical support and facilitate orientation and preceptorship for Clinical Coaches, Registered Anaesthetic Technicians, Registered Nurse Anaesthetic Assistants and trainees, students, and other members of the perioperative team.</li> <li>• To have the ability to work within and across teams and contribute towards the success of organisational goals and those of Te Whatu Ora.</li> <li>• Develop strategies to facilitate the recruitment and retention for anaesthetic assistants and lead their implementation.</li> </ul>
<p><b>Te Tiriti o Waitangi</b></p>	<ul style="list-style-type: none"> <li>• Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori.</li> <li>• Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care.</li> <li>• Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership.</li> </ul>
<p><b>Equity</b></p>	<ul style="list-style-type: none"> <li>• Commits to helping all people achieve equitable health outcomes.</li> <li>• Shows a willingness to personally take a stand for equity.</li> <li>• Supports Māori-led and Pacific-led responses.</li> </ul>
<p><b>Culture and People Leadership</b></p>	<ul style="list-style-type: none"> <li>• Leads, nurtures and develops our team to make them feel valued.</li> <li>• Prioritises developing individuals and the team so Health New Zealand has enough of the right skills for the future, supporting diversity of leadership to develop – Māori, Pacific, people with disabilities and others.</li> <li>• Provides leadership that shows commitment, urgency and is visibly open, clear, and innovative whilst building mutually beneficial partnerships with various stakeholders both internally and externally.</li> <li>• Implements and maintains People &amp; Culture strategies and processes that support provide an environment where employee experience, development, and performance management drive achievement of the organisation’s strategic and business goals.</li> <li>• Ensures Business Unit culture develops in line with expectations outlined in Te Mauri o Rongo, ensuring unification of diverse teams whilst simultaneously supporting local cultures to be retained &amp; strengthened.</li> </ul>

<b>Innovation &amp; Improvement</b>	<ul style="list-style-type: none"> <li>• Is open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table.</li> <li>• Models an agile approach – tries new approaches, learns quickly, adapts fast.</li> <li>• Develops and maintains appropriate external networks to support current knowledge of leading practices.</li> </ul>
<b>Collaboration and Relationship Management</b>	<ul style="list-style-type: none"> <li>• Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same.</li> <li>• Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services.</li> </ul>
<b>Health &amp; safety</b>	<ul style="list-style-type: none"> <li>• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives.</li> <li>• Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes.</li> <li>• Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.</li> </ul>
<b>Compliance and Risk</b>	<ul style="list-style-type: none"> <li>• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place.</li> <li>• Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit.</li> <li>• Understands, and operates within, the financial &amp; operational delegations of their role, ensuring peers and team members are also similarly aware.</li> </ul>

#### **Matters which must be referred to the Charge Anaesthetic Technician**

- Significant quality or safety issues
- Professional issues
- Performance or competence concerns
- Situations that place patients, staff or yourself at significant risk without support
- Issues relating to education and training of anaesthetic technicians / anaesthetic assistants that could impact successful completion of the training programme
- Clinical standards failure
- Any matter that may affect the reputation of the profession, service, directorate or HNZ Waitaha Canterbury.

#### **Relationships**

<b>External</b>	<b>Internal</b>
<ul style="list-style-type: none"> <li>• Medical company representatives.</li> <li>• Medical Sciences Council of New Zealand and other regulatory bodies.</li> </ul>	<ul style="list-style-type: none"> <li>• Perioperative Service Manager.</li> <li>• Charge Anaesthetic Technician.</li> <li>• Anaesthetic Technician Team Leaders.</li> <li>• Clinical Coach.</li> </ul>

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| <ul style="list-style-type: none"> <li>• Auckland University of Technology and other tertiary education providers as appropriate.</li> <li>• Vocational education providers.</li> <li>• New Zealand Anaesthetic Technicians Society (NZATS).</li> </ul> | <ul style="list-style-type: none"> <li>• All staff within the perioperative service.</li> <li>• Students of tertiary education provider programmes.</li> <li>• Trainees completing vocational education.</li> <li>• Clinical Leader(s) and Director(s).</li> <li>• Allied Health professionals and leaders.</li> </ul> |
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## About you – to succeed in this role

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### You will have

#### Essential:

- A relevant graduate qualification.
- Experience in implementing Te Tiriti o Waitangi in action.
- Registration as an Anaesthetic Technician by the Medical Sciences Council of New Zealand, or, registered nurse having completed a recognised vocational pathway to practice is an RNAA.
- Current Annual Practising Certificate, with no limiting conditions to practice.
- A minimum of three years clinical experience in a related field.
- Expert clinical practice.
- Expresses information effectively, both orally and in writing, adjusting language and style as appropriate.
- Priority setting and time management.
- Problem solving and planning.
- Ability to work independently and as a part of a team.
- Preceptor experience across the multidisciplinary team.
- Computer skills.

#### Desired:

- Post graduate education or must be willing to work towards.
- Mentorship or coaching experience within the work environment.

### You will be able to

#### Essential:

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
- With the support of Health NZ, proactively take care of your own health and safety, to ensure a safe and supportive work environment.
- Maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals.
- Establish and maintain positive working relationships with people at all levels within the public and private sectors,

related industry and community interest groups and the wider national and international communities.

- Demonstrate a strong drive to deliver and take personal responsibility.
- Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve.
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity.

**Desired:**

- Demonstrate advanced presentation skills.
- Demonstrate proven Coaching skills.
- Relevant current clinical competence.
- Experience of using Word, PowerPoint, Excel.

*This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.*

*\*The reference to salary band in this position description is for internal benchmarking and role sizing purposes only. The salary band designation does not form a term or condition of employment and may be changed by the employer at any time. In accepting a Health NZ employment agreement you acknowledge and accept this. Changes to the salary band will not affect an employee's current salary or remuneration.*