

## Position Description

<b>Position Title</b>	Anaesthetic Technician Tauranga or Whakatāne Hospital
<b>Service Group</b>	Anaesthesia and Surgical Services
<b>Team</b>	Perioperative Department
<b>Reports to</b>	Team Leader – Anaesthetic Technicians – Tauranga CNM Perioperative – Whakatāne
<b>Direct Reports</b>	None
<b>Authority Level</b>	Nil delegation
<b>Issue Date</b>	June 2022
<b>Approved By</b>	Nurse Manager

### **Te Whatu Ora - Health New Zealand, Hauora a Toi Bay of Plenty**

Te Whatu Ora Hauora a Toi Bay of Plenty's fundamental purpose is to work within the resources allocated to it, to improve, promote and protect the health of the whole population within its district, and to promote the independence of people with disabilities.

**Vision:** Healthy, thriving communities.  
**Mission:** Enabling communities to achieve  
**Our Values:** Compassion, All-one-team, Responsive, Excellence



Te Whatu Ora Hauora a Toi Bay of Plenty is committed to the Treaty of Waitangi principles of Partnership, Participation and Protection, and to meaningful engagement in decision-making with Tangata Whenua at strategic, operational and service levels.

Delivering this commitment is through: the implementation of our He Pou Oranga Tangata Whenua Determinants of Health framework: respect for and promotion of our Kawa and Tikanga Māori; ensuring cultural safety; seeking to eliminate disparities in health between Māori and Non Māori.

All staff have a part to play in this commitment.

### **Primary Purpose**

The Anaesthetic Technician is a member of the anaesthetic care team, working collaboratively with other health professionals to provide safe, efficient and professional anaesthesia services.

## **Principle Accountabilities**

### **1. Professional and Ethical conduct**

- Practices safety within scope of practice, based on professional, ethical and legal standards in accord with relevant legislation, codes, and policies and upholds client rights derived from that legislation
- Manages personal, mental and physical health to ensure fitness to practice
- Applies knowledge of mandatory and voluntary reporting obligations
- Provides relevant information to the patient and applied knowledge of appropriate methods to obtain informed consent
- Applied knowledge of appropriate levels of autonomy and professional judgement in a variety of perioperative practice settings
- Demonstrates and awareness of the influence of socio-cultural factors on patient attitudes and responses in perioperative settings
- Maintains appropriate professional behavior and boundaries in patient interactions
- Aware of role in the reporting of unsafe or unprofessional practice within the scope of practice
- Works within organisational policies, guideline and professional standards
- Utilises relevant quality systems appropriate to their scope of practice
- Applied knowledge of the principles of patient advocacy and their application to technology services and intervenes when appropriate on behalf of patients
- Apply knowledge of responsibilities to consult with other members of the health care team about the suitability and application of the proposed anaesthetic technology procedure when appropriate
- Demonstrates commitment to the Treaty of Waitangi, the application of the Treaty to practice, and the improvement of Māori health status
- Duties are rostered and rotating where 24-hour, 7-day service is provided

### **2. Communication and Collaboration**

- Initiates, maintains and concludes therapeutic interpersonal interactions with patients
- Communicates effectively, positively and courteously with patients and the health care team and adjusts communications styles to take into consideration the needs of those with culturally and linguistically diverse backgrounds
- Resolves problems and conflicts effectively using organisational structures and processes
- Provides relevant accurate and timely verbal and written communication
- Demonstrates computer skills necessary to collate data for essential care delivery

### **3. Evidence-based practice and professional learning**

- Applies critical and reflective thinking to their clinical practice
- Identifies ongoing professional leaning needs and opportunities
- Takes responsibility for maintaining own professional registration, provides first party evidence prior to line manager sign off to complete continuing registration requirements
- Takes responsibility for maintaining professional development, including mandatory organisational requirements, updating knowledge to reflect best practice, and sharing knowledge with others
- Participates in regular performance reviews and contributes to peer review

- Participates in teaching in sessions with aim of maintaining enhancing technical skills and shares professional knowledge and expertise with others

#### **4. Safety of practice and risk management**

- Practices safely within scope of practice
- Applied knowledge of risk control systems and procedures
- Ensures accuracy and confidentiality of information
- Maintains infection control principles
- Ensure the safe transportation of perioperative patients
- Evaluates environmental safety, completes hazard identification and risk assessments
- Practice and responsible in maintaining health and safety for patients, staff and public
- Participates in continual quality improvement activities to monitor and improve standards of patient care
- Participates in review and audit of practice and policies based on research
- Collaborates and coordinates care with other health professional sot ensure a quality service

#### **5. Anaesthetic technician skills, knowledge and capabilities of practice**

- Sound ability to apply the relevant anatomy and physiology to anaesthetic technology practice
- Demonstrate ability to apply into practice knowledge of health status assessment and the principles of patient care within the anaesthesia context
- Demonstrate an awareness of normal and abnormal physiological responses
- Use of health assessment and diagnostic tools
- Ability to apply the principles of correct and safe surgical and interventional procedures ensuring safe and correct positioning of patients
- Safe use of all anaesthetic equipment, confirming it is in a safe, clean and operational state in accordance with the anaesthetists and other members of the perioperative team
- Demonstrate fundamental troubleshooting ability and action to correct/report unacceptable or non-conformance of equipment
- Ensure all anaesthetic and related equipment is re-stocked and cleaned as per guidelines, policies and procedures
- Participate in the management of and ordering of stock
- Acts appropriately in an emergency situation
- Demonstrates awareness of pharmacology policies and procedure within the anaesthesia environment including safe medication management (prescription, dispensing and administration) principles
- Apply knowledge of the pharmacokinetics and pharmacodynamics of medications commonly administered in the perioperative environment
- Recognises and values the roles and skills of all members of the health care team in delivery of safe perioperative care

A function of Te Whatu Ora Hauora a Toi Bay of Plenty is to provide a 24-hour service. This may at times necessitate you being required to change duties or transfer to another ward or department within Hauora a Toi Bay of Plenty to ensure adequate coverage.

This position description is not exhaustive, and the incumbent may be requested to perform any reasonable task within the scope of the position as requested by the Line Manager.

This position description will be reviewed from time to time in consultation with the incumbent.

**Key Relationships**

<b>Internal</b>	<b>External</b>
<ul style="list-style-type: none"> <li>• Head of department – Anaesthesia and Pain Management</li> <li>• Operational Coordinator – Anaesthesia and Surgical Services</li> <li>• Nursing, medical and administrative staff</li> <li>• Sterilising unit staff</li> <li>• Orderlies</li> </ul>	<ul style="list-style-type: none"> <li>• Community based health services</li> </ul>

**Successful profile – Anaesthetic Technician**

<b>CARE Values – Manaakitanga Who am I?</b>	<b>Experience – What have I done?</b>
<ul style="list-style-type: none"> <li>• Caring, empathetic, open and supportive</li> <li>• Friendly and courteous</li> <li>• Respect each individual, polite and non-judgmental</li> <li>• Able to build a rapport, actively listen to patients, show understanding and make a difference</li> <li>• Effective communicator, work as a team member, calm, willing and patient focused</li> <li>• Organised in my work and able to plan ahead</li> <li>• Honest with high level of personal integrity</li> <li>• Professional and considerate</li> <li>• Provides a positive role model for other staff</li> </ul>	<ul style="list-style-type: none"> <li>• Recent relevant clinical experience</li> </ul>
<b>Competencies – What am I capable of?</b>	<b>Knowledge – What do I know?</b>
<ul style="list-style-type: none"> <li>• Level of fitness appropriate to the physical demands of the role</li> <li>• Personal commitment to delivering a high standard of customer service/care</li> <li>• Willingness to contribute positively to team culture</li> <li>• An ability to work in a calm and supportive manner</li> <li>• Excellent decision-making skills with the focus on outcomes</li> <li>• An ability to cope under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Registered Anaesthetic Technician with current annual practicing certificate</li> <li>• Computer competent</li> <li>• Knowledge and understanding or research findings to support evidence-based practice</li> </ul>

<ul style="list-style-type: none"> <li>• Sensitivity to and understanding of cultural needs and a desire to contribute to meeting those needs with an ability to demonstrate the principles of the Treaty of Waitangi (participation, protection and partnership) in the practice setting</li> <li>• Flexibility and adaptability to provide 24/7 service</li> <li>• Ability to participate in an on-call roster and be able to attend within 20 minutes of a call out</li> <li>• Good personal time management skills and ability to prioritise</li> <li>• Effective communication skills and interpersonal skills</li> <li>• Commitment to learning the development of new skills and contributing to ongoing quality improvement</li> </ul>	
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You agree to demonstrate flexibility and a willingness to perform a variety of tasks to promote and support Te Whatu Ora Hauora a Toi Bay of Plenty initiatives.

You are required to meet the Health and Safety at Work Act 2015 requirements as set out in the Te Whatu Ora Hauora a Toi Bay of Plenty Health and Safety policies and protocols. This includes completing successfully any health and safety training provided by the Te Whatu Ora Hauora a Toi Bay of Plenty.

You are required to maintain a standard of health which will allow for the performance of all duties and functions of the position. All Te Whatu Ora Hauora a Toi Bay of Plenty sites are smokefree environments.

**Health Practitioners Competence Assurance Act 2003**

1. You are required to maintain your current competency based practicing certificate.
2. You must notify your Manager of any changes to scope or conditions on practice (determined by Regulatory Authority).
3. You must complete the requirements of any competency programme.
4. You must notify your employer of concerns relating to the risk of harm to the public of another health practitioner practicing below the required standard of competence.
5. Know the provisions of the HPCAA as the governing legislation.

**Childrens Act 2014**

Due to this position having contact with children and Te Whatu Ora Hauora a Toi Bay of Plenty's commitment to child protection, you will be subject to 'safety checks' under the Childrens Act 2014 at the time of hire and thereafter as per the relevant legislation.



**Position Holders Declaration**

I certify that I have read, understand, and agree to this position description.

**Name:**

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**Signature:**

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**Date:**

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**Attitudes and behaviours  
We want to see**

**Outcome  
Everyone we come into  
contact with will feel...**

**Attitudes and behaviours  
We don't want to see**

**C Compassion**

Cares about other people. Has empathy and understanding. Is calm and reassuring. Protects people's dignity.

Treats everyone with respect regardless of their views, role or background. Value differences. Culturally competent.

Notices, acknowledges and appreciates people's efforts and achievements, gives praise, making people feel valued.

**Cared for and respected**

**Treated with respect  
and cultural sensitivity**

**Valued and engaged**

Is rude, bullies, intimidates or humiliates. Creates anxiety. Doesn't act if someone's dignity is suffering.

Disrespectful, judgmental, makes assumptions about people. Gossips or talks behind people's backs. Rough behaviour.

Criticises people's efforts, takes people for granted, makes people feel undervalued, belittled or inadequate.

**A All-one-team**

Shares knowledge and information openly and honestly, clearly explains and updates people on what's happening.

Takes time to listen to others, is interested in their views. Invites people to ask questions and share concerns or ideas.

Involves patients, whānau and colleagues as equal partners. Builds teams and relationships to achieve the best outcomes.

**Clear about what's happening**

**Listened to**

**Involved in a partnership model**

Withholds knowledge and information, leaves people confused or in the dark.

Doesn't listen, talks over people, dismisses or puts people down, makes decisions without consultation.

Doesn't trust or involve people in things that affect them. Excludes, overrides, micro manages.

**R Responsive**

Friendly, polite, approachable, warm. Introduces themselves. Creates a happy environment. Smiles when appropriate.

Shows kindness. Is attentive to people's needs, supportive, helpful and willing. Often goes the extra mile for people.

Respects people's time. Plans ahead and co-operates so things run smoothly. Looks for efficient ways of doing things.

**Positively welcomed**

**Supported, so they would want  
to be cared for or work here**

**We are flexible and efficient,  
and use resources wisely**

Ignores people, snappy or aggressive tone of voice or behaviours, 'rushing' and saying "I'm too busy".

Passes the buck, says "it's not my job", unsupportive, does not take responsibility and leaves work for others.

Often late. Leaves people waiting unnecessarily or puts people under pressure with unrealistic timeframes.

**E Excellence**

Chooses to take a positive, will-do attitude. Looks for solutions. Uses positive words and actions to good effect.

Aims for the best results, always learning, developing skills, knowledge, and ways of doing things, and helping others to.

Consistently follows agreed, safe, best-practice.

Seeks, welcomes and gives constructive feedback, speaks up when they have a concern, coaches others' behaviour.

**Part of a positive culture  
of high achievement**

**Things are always improving**

**Safe**

**We are role models who  
are open to feedback**

A negative attitude, often moaning, complaining or grumpy. Focuses on problems.

Assumes they know best, resists change, not interested in learning or developing. Happy with 'good enough'.

Inconsistent, cuts corners, closed to new evidence.

Blames. Closed to feedback. By not speaking up about poor behaviour or unsafe practice they condone it.