



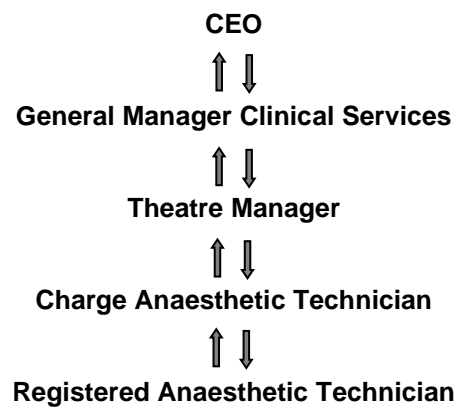
**Job Description**

**Position Title: Registered Anaesthetic Technician**

**Responsible to:** Charge Anaesthetic Technician

**Prepared/Reviewed:** October 2022

**Place in Organisation**



### Purpose of the Position

To provide high quality patient care in the delivery of clinical and technical support for Anaesthesia within Braemar Hospital to a standard of excellence.

### Summary of the Position

The Registered Anaesthetic Technician will function as part of the total theatre team within their scope of practice as a registered body with the Medical Sciences Council of New Zealand.

To be responsible for providing clinical support and to develop, implement and evaluate relevant clinical expertise and professional practice to the Anaesthetic team and Anaesthesia related resources for the safe, effective and efficient functioning of the service

To carry out responsibilities in a professional manner, respecting both the patient and the team's expectations and requirements.

To provide an excellent standard of clinical and technical support to the Anaesthetists and to anticipate their procedural and equipment requirements.

To provide a level of service that meets the goals and objectives of Braemar Hospital.

To demonstrate the Braemar Values.

### Nature & Scope of Responsibilities

| <b>Service Requirement</b>                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Accountabilities</b>                                                                                                                                               | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p>To meet the Standards of Care policies and procedures and report any variances to the Charge Anaesthetic Technician or Theatre Charge Nurse or Theatre Manager</p> | <ul style="list-style-type: none"> <li>• To ensure that each patient receives timely competent and quality service in order to meet their needs.</li> <li>• To contribute to the formulation of theatre practice/procedures and to follow all agreed processes and procedures</li> <li>• Ensure every clinical patient record is completed and documented in an accurate manner.</li> <li>• To ensure that medical staff are informed of all patient related information.</li> <li>• To ensure an integrated service delivery through good communication and information exchange.</li> </ul> |

| <b>Health and Safety</b>                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Accountabilities</b>                                                                                                                                          | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>To participate in and comply with the requirements of the Health &amp; Safety in Employment Act 1992 (and any amendments) and associated Braemar policies</p> | <ul style="list-style-type: none"> <li>• Work practices ensure safety for self and others</li> <li>• Advice or assistance is sought before commencing an unfamiliar work practice</li> <li>• Hazards are identified, control plans documented, and hazards eliminated, minimised or isolated</li> <li>• Complies with Braemar Hospital incident reporting policy</li> <li>• Emergency management procedures and compulsory / compliance education and training completed.</li> </ul> |

| <b>Risk Management</b>                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Accountabilities</b>                                                                                                                                                                | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>To act proactively within areas of responsibility to reduce the number of accidents/incidents.</p> <p>To actively contribute to risk minimisation activities within the service</p> | <p>Contributes to the service's risk management activities by:</p> <ul style="list-style-type: none"> <li>• Identifying risks.</li> <li>• Notifying the manager of risks.</li> <li>• Participating in the service's risk minimisation activities</li> <li>• Complying with Braemar Hospital policies, procedures, protocols and guidelines.</li> <li>• To fully participate in the process of Quality Improvement initiatives and the process of accreditation including procedure and policy formulation.</li> </ul> |

| <b>Continuous Quality Improvement</b>                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Accountabilities</b>                                                                                                                                           | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>To develop and maintain a culture of continuous improvement</p> <p>To ensure full compliance with approved quality standard in all areas of responsibility</p> | <p>Contributes to the service's Continuous Quality Improvement by:</p> <ul style="list-style-type: none"> <li>• Identifying improvement opportunities</li> <li>• Notifying the manager of these</li> <li>• Participating in the service's quality improvement activities</li> <li>• Providing good customer service</li> <li>• Complying with standards</li> <li>• Being responsive to customer requests or complaints</li> <li>• Working to improve quality of service and customer satisfaction</li> </ul> |

| <b>Team Member</b>                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Accountabilities</b>                                                                                                                                                                          | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>Individual responsibilities actions and contributions enhance the success of the area / service / team and division</p> <p>Treaty of Waitangi</p> <p>Equal Employment Opportunities (EEO)</p> | <ul style="list-style-type: none"> <li>• Maintains a current knowledge of relevant issues, trends and practices</li> <li>• Behaviour demonstrates cultural appropriateness</li> <li>• Builds and maintains productive working relationships</li> <li>• Participates as a member of designated group(s)</li> <li>• Values individual effort, innovation and creativity</li> <li>• Works in a way that demonstrates: <ul style="list-style-type: none"> <li>- Partnership and shared decision making with Māori</li> <li>- Participation and consultation with Māori</li> <li>- Protection of Māori needs, values and beliefs</li> </ul> </li> <li>• Demonstrates and encourages behaviour that recognises and is consistent with EEO principles and practices</li> </ul> |

| <b>Personal &amp; Professional Development</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Accountabilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>• Assumes responsibility for personal and professional / work education and development</li> <li>• Role models expected conduct and standards for team harmony within department</li> <li>• Actively seeks new personal growth opportunities and undertakes the necessary education /training to deliver on new projects</li> <li>• Maintains own records and evidence of current CPD</li> <li>• The staff member will perform such other duties as reasonably required by the manager in accordance with the conditions of the position</li> <li>• The staff member contributes to the overall success of Braemar Hospital</li> </ul> | <ul style="list-style-type: none"> <li>• Can demonstrate how skills/information/currency in thinking is undertaken; can demonstrate new learning in action by effective performance</li> <li>• New and ongoing learning needs are articulated and appropriate resources for education and training are sourced</li> <li>• To complete all mandatory and relevant online courses</li> <li>• Reflects on own practice and professional behaviour; modifies own behaviour according to feedback, results, and outcomes</li> <li>• Prepares for, and participates in self-appraisal and annual performance review</li> <li>• Additional duties are performed in an efficient manner, to the required standard within a negotiated timeframe</li> <li>• Feedback from peers and senior management, medical staff and support staff confirms contributions are positive, participation is effective; staff voice confidence that they are well represented</li> </ul> |

| <b>Key Tasks and Duties</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Check and set up life support and anaesthetic machines by following specific Braemar Hospital procedures check and prepare the equipment required, such as breathing circuits, infusion pumps, positioning and warming equipment.</li> <li>• Meet patients and explain procedures to them, and provide support and reassurance.</li> <li>• Ensure Braemar surgical safety checklist and informed consent policies and procedures are followed.</li> <li>• Check whether patients have any medical conditions/allergies that may alter delivery of anaesthesia and perioperative monitoring.</li> <li>• Document procedures and results as per Braemar Hospital policies and procedures.</li> <li>• Assist with placement of breathing tubes and the insertion of intravenous lines in patients.</li> <li>• Assist the anaesthetist to administer anaesthetics to patients.</li> <li>• Observe patients and monitor their vital signs before, during and after the operation.</li> <li>• Assist the anaesthetist in extubation procedures.</li> <li>• Make sure that all used equipment is disposed of, decontaminated or sterilized as appropriate, and that all areas are cleaned.</li> <li>• Participate in activities as part of the theatre team to ensure the efficient and effective functioning of the theatre service.</li> <li>• Prioritise workload in accordance with level of priority.</li> <li>• Take appropriate measures when stress or other mental or physical conditions affect the ability of self or colleagues to function as a health practitioner.</li> <li>• Ensure the ready availability of appropriate pharmacological agents and intravenous fluids including blood and blood products and checks items appropriately.</li> </ul> |

### Essential Skills and Knowledge

- Knowledge of operating theatre procedures and protocols.
- Knowledge of anaesthetic machines, life support machines, drugs and equipment.
- Knowledge of emergency procedures, and the ability to administer cardiopulmonary resuscitation (CPR).
- Understanding of human anatomy, physiology and biophysics.
- The ability to identify medical conditions that may put the client at risk during anaesthesia, such as an adverse drug reaction and;
- An awareness of the likely consequences and treatment required in these situations.
- Good communication and people skills to relate to patients and team members.
- Experience with contemporary equipment in a modern hospital.
- Knowledge of
  - Aseptic technique
  - Universal Standards
  - Infection Control
  - Occupational Health and Safety
  - Waste Management
  - Risk Management
  - Stock Control.
- Knowledge and a willingness to assist with patient positioning ensuring privacy and dignity is maintained
- A willingness to act as an advocated for the patient
- A willingness to provide support for the safe transportation of the patient.

### Health and Safety Obligations

1. The employee shall take all reasonably practicable steps to eliminate or minimise risk in the workplace.
2. The employee shall take all reasonably practicable steps to ensure that no action or inaction by the employee while at work causes harm to any person. The failure to take all reasonably practicable steps may result in disciplinary action up to, and including summary dismissal.
3. The employee shall ensure that safety procedures are followed at all times and shall comply with the employer's health and safety rules and procedures. Failure to comply with the employer's rules and procedures may result in disciplinary action up to and including dismissal.
4. The employee shall comply with reporting obligations to the employer in respect of health and safety matters and exercise due diligence in respect of the officer duties. Failure to report or exercise due diligence may result in disciplinary action up to and including dismissal.
5. The employee is expected to report as soon as possible to management any accidents, incidents or hazards arising during the course of the employment.

| <b>Relationships</b> |                                                                                                                                                                                                                                                                                                                                                     |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Internal:            | <ul style="list-style-type: none"> <li>• Trainee Anaesthetic Technicians</li> <li>• Medical staff</li> <li>• Senior Management Team</li> <li>• Patients and their families</li> <li>• Theatre Manager</li> <li>• Charge Nurses</li> <li>• Duty Leaders</li> <li>• Administration and Support Services staff</li> <li>• Hospitality Staff</li> </ul> |
| External             | <ul style="list-style-type: none"> <li>• Other private surgical and public hospitals</li> <li>• Medical Associates</li> <li>• Midland Cardiovascular Service Staff</li> <li>• Providers of local clinical support services</li> </ul>                                                                                                               |

| <b>Staff Reporting</b> |                                                         |
|------------------------|---------------------------------------------------------|
| Direct Reports         | <ul style="list-style-type: none"> <li>• Nil</li> </ul> |

| <b>Person Specifications</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Essential:                   | <ul style="list-style-type: none"> <li>• Hold a certificate in Anaesthetic Technology or equivalent (OPD).</li> <li>• APC Medical Sciences Council of New Zealand</li> <li>• Minimum of 12 months experience working as an Anaesthetic Technician</li> </ul>                                                                                                                                                                         |
| Personal Skills:             | <ul style="list-style-type: none"> <li>• Relationship development</li> <li>• Strong, resourceful organisational skills</li> <li>• Cheerful disposition with a sense of fun at work</li> <li>• Team Player</li> <li>• Initiative and Drive</li> <li>• Accountable / Resolute</li> <li>• Achievement Oriented</li> <li>• Self Sufficient / Independent</li> <li>• Flexible and Adaptable</li> <li>• Innovative and Creative</li> </ul> |