Role Description

Position: Anaesthetic Technician

Service / Directorate: Surgery Women and Children’s Directorate

Responsible to: Team Leader : Anaesthetic Technicians

Our Mission:
Together, Improve the Health and Independence of the People of the District

Our Vision
Better Health and Independence for People, Families, and Communities

Our Values:
- Innovation
- Action
- A focus on People and Patients
- Living the Treaty
- Professionalism through Leadership, Honesty, Integrity and Collaboration
- Excellence through Effectiveness and Efficiency
Context

Organisational perspective

The Capital and Coast District Health Board (C&CD HB) covers a region extending from Wellington to Otaki. It comprises key delivery arms in primary, secondary and tertiary health. Hospital and Health Services (HHS) is primarily responsible for the hospital and health services delivered via a new Wellington Regional Hospital (opened in March 2009); a secondary and community facility at Kenepuru; a Forensic, Rehabilitation and Intellectual Disability Hospital at Ratonga Rua-o-Porirua; and Kapiti Community Hospital. The total operating budget for the provider arm is approximately $570M.

There is an ongoing change programme begun in 2008 to resolve HHS performance with a target of achieving performance in the top five District Health Boards and a break even operating result.

We are focused on improving the health of our local people, families and communities – and reducing inequalities within our population. To support this we will ensure:

- integrated delivery of services backed by sound infrastructure
- financial and clinical viability of services, facilities and support
- a “culture” that supports health improvement and addresses disability needs locally and across our region
- the development of clinical leadership
- regional collaboration

Priorities in the current year for HHS are:

- Workforce – being an employer of choice, and developing research and education within the organisation
- Primary, secondary and regional and national collaboration
- Focus on infrastructure to support clinical work
- Clinical Governance
- Continuing devolution of authority

Directorate perspective

The key areas of focus for the Surgery, Women and Children's Directorate are:

- To implement a productive operating theatre model that captures efficiencies and delivers highest levels of service.
- The establishment of sustainable nursing models within the in-patient wards and the redevelopment of the paediatric facilities.
- Prove clinical efficiencies and the effectiveness of clinical supply use across the whole Directorate
- To lead expanded collaboration with Hutt Valley and Wairarapa DHBs to establish wider regional clinical services.
- To ensure in the expenditure areas of Nursing Labour, Medical Labour and Management/Administration Labour that we are within benchmark of our peer DHBs.
Role perspective:

Within this service, this position is a rostered and rotating one which requires tact and diplomacy and a great deal of personal composure in what can be a stressful, fast paced changing environment. If assuming a senior role this role will include liaison and close working relationships with the Clinical Anaesthetic Leader for the speciality covered by their portfolio and the bio-medical staff which in some cases may require a great deal of cooperation and effective communication linkages. The senior role will also involve a mentoring relationship of junior staff and trainees. Any Anaesthetic Technician undertaking a senior role will also be expected to act as Duty Technician.
**Purpose of the role**
To provide technical and clinical assistance to anaesthetists, thereby contributing to the maintenance of a high quality, safe anaesthetic administration to patients.

**Key Accountabilities**

<table>
<thead>
<tr>
<th>Key Accountability</th>
<th>Deliverables / Outcomes</th>
<th>Key Performance Indicators / Measures</th>
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<tbody>
<tr>
<td><strong>1. Technical and Clinical Assistance</strong></td>
<td>• Ensures the technical and clinical assistance provided meets quality and regulatory standards</td>
<td>• Daily checks anaesthetic machines as per C&amp;CDHB policy and checks that all ancillary equipment is available and in a safe and reliable operational condition as demonstrated by spot checks by team leader.</td>
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<td>• Continuously ensures that all work areas and equipment are clean.</td>
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<td>• NZATS, ANZCA and NZAATN regulations and guidelines and any other protocols, and standards are met continuously as demonstrated by spot checks by team leader.</td>
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<td>• Undertakes to provide the deliverables as per the attached speciality portfolio sheet.</td>
<td>• See speciality sheet</td>
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<td>• Assists in the safe transfer, lifting and positioning of patients/clients when identified as required.</td>
<td>• Positive feedback from relevant staff</td>
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<td>• Written report backs to team leader when necessary</td>
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<td><strong>2. Resource Management</strong></td>
<td>• Ensures a high level of care and maintenance of equipment supplies and anaesthetic facilities</td>
<td>• Stock sheets are entered appropriately and correctly.</td>
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<td>• Continuous checking of appropriate stock levels of consumables, and re-order if necessary</td>
<td>• Contacts Biomedical Department to arrange repair or routine servicing of equipment and ensures equipment is available by Biomedical Engineers.</td>
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<td>• Continuously check expiry dates and condition of equipment.</td>
<td>• Spot checks by Team Leader Anaesthetics.</td>
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<td>• Takes part in equipment trials, completes assessment and provides feedback as per standard form.</td>
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<td><strong>3. Training</strong></td>
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<td>• Maintains own clinical competence through provision of clinical assistance and maintaining currency of knowledge of new equipment and clinical trends.</td>
<td>• Feedback from anaesthetist and colleagues.</td>
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<td>• Participates in in-service session and team meetings to ensure familiarity with and ability to use new equipment</td>
<td>• Supports colleagues in the use of new portfolio equipment.</td>
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<td>• Mentors trainees</td>
<td>• Keeps a portfolio of evidence of learning.</td>
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<td>• Induction of new employees</td>
<td>• As per minutes of meeting and feedback from company representatives</td>
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<td>• Works with allocated trainee every day and produces a training report on completion of trainee rotation.</td>
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<td>• Feedback from allocated new employee and observed familiarity of new employee with policies, practices and structural facilities of department.</td>
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<td><strong>4. Continuous Quality Improvement</strong></td>
<td>• Identifies improvement opportunities and notifies the manager of these.</td>
<td>• Written report</td>
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<td>• Provides good customer service and is responsive to customer requests or complaints.</td>
<td>• Feedback from Anaesthetist, nursing staff and surgeons.</td>
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<td>• Written report</td>
<td>• Feedback from patients</td>
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<td><strong>5. Risk Minimisation</strong></td>
<td>• Identifies and notifies the manager of potential risks.</td>
<td>• Written report of potential risk.</td>
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<td>• Participates in the service risk minimisation activities and complies with CCDHB reportable events policy</td>
<td>• Correctly fills out reportable events forms</td>
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<td>• Participates in audits</td>
<td>• Fill out the relevant audit forms.</td>
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<td><strong>6. Communication</strong></td>
<td>• Communicates effectively and appropriately with internal and external customers.</td>
<td>• Feedback from colleagues, Anaesthesia Dept staff &amp; external service area people that communication has been appropriate and sensitive.</td>
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<td>• Listens with a preparedness to understand</td>
<td>• Attends communication courses as assigned and delivers a written report-back with personal reflection on the course and things learnt.</td>
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<td>• Is confident and appropriately assertive in dealing with others</td>
<td>• Raising items at team meetings</td>
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<td>• Deals effectively conflict</td>
<td>• Is aware of methods used to communicate with children</td>
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<td>• Is aware of methods used to communicate with children</td>
<td>• Is sensitive to the needs of parents and caregivers.</td>
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<td>• Is aware of methods used to communicate with children</td>
<td>• Compiles with code of conduct and treats all others with appropriate levels of respect.</td>
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<td>• Appropriate channels of communication are used.</td>
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<td>7. Occupational Health &amp; Safety</td>
<td>• Complies with responsibilities under the Health &amp; Safety in Employment Act 1992</td>
<td>• Has read and understood the Health &amp; Safety policy and procedures.</td>
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<td>• Actively supports and complies with Health &amp; Safety policy and procedures.</td>
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<td>• Evidence of support and compliance with health and safety policy and procedures including use of protective clothing and equipment as required, active participation in hazard management and identification process, and proactive reporting and remediying of any unsafe work condition, accident or injury.</td>
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Key Relationships & Authorities

Reports to:
- Team Leader: Anaesthetic Technicians

Key relationships within service:
- Clinical Leaders as appropriate to portfolio
- Anaesthetic Consultant & Registrars and Senior House officers
- Other anaesthetic technicians and trainees
- Anaesthetic department support staff
- Pain management team

Key relationships outside service:
- Operations manager: Theatre services
- Patient flow coordinators
- Coordinator Kenepuru peri-operative service
- Theatre team leaders & nursing staff, and support workers.
- Intensive care unit staff
- Materials management department staff as required by portfolio.
- Biomedical engineering staff
- Radiology Dept staff
- Gastroenterology Dept staff
- Delivery suite staff
- Cardiology Dept staff
- Mental health,
- National patient simulation centre staff

Has these direct reports:
- Nil
## Capability Profile

### Competencies
Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

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<tr>
<th>Competency</th>
<th>Behaviours</th>
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| **Problem Solving** | • Uses rigorous logic and methods to solve difficult problems with effective solutions  
• Probes all fruitful sources for answers  
• Can see hidden problems  
• Is excellent at honest analysis  
• Looks beyond the obvious and doesn’t stop at first answers |
| **Learning on the Fly** | • Learns quickly when facing new problems  
• A relentless and versatile learner  
• Open to change  
• Analyses both successes and failure for clues to improvement  
• Experiments and will try anything to find solutions  
• Enjoys the challenge of unfamiliar tasks  
• Quickly grasps the essence and the underlying structure of anything |
| **Organising**     | • Can marshal resources (people, funding, material, support) to get things done  
• Can orchestrate multiple activities at once to accomplish a goal  
• Uses resources effectively and efficiently  
• Arranges information and files in a useful manner |
| **Motivating Others** | • Creates a climate in which people want to do their best  
• Can motivate many kinds of direct reports and team or project members  
• Can assess each person’s key drivers/values and use these to get the best out of him/her  
• Pushes tasks and decisions down  
• Empowers others  
• Invites input from each person and shares ownership and visibility  
• Makes each individual feel his/her work is important  
• Is someone people like working for |
| **Interpersonal Savvy** | • Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation  
• Builds appropriate rapport  
• Builds constructive and effective relationships  
• Uses diplomacy and tact  
• Can diffuse even high-tension situations comfortably |
| **Integrity and Trust** | • Is widely trusted  
• Is seen as a direct, truthful individual  
• Can present the unvarnished truth in an appropriate and helpful manner  
• Keeps confidences  
• Admits mistakes  
• Doesn’t misrepresent her/himself for personal gain |
| **Building Effective Teams** | • Blends people into teams when needed  
• Creates strong morale and spirit in her/his team  
• Shares wins and successes  
• Fosters open dialogue  
• Lets people finish and be responsible for their work  
• Defines success in terms of the whole team  
• Creates a feeling of belonging in the team |
**Competency**  
**Behaviours**

| Cultural Skills | • Words and actions show an understanding of the implications for one's work of Te Tiriti o Waitangi principles and Maori perspective as tangata whenua.  
• Values and celebrates diversity - showing respect for other cultures and people's different needs and ways of living.  
• Shows an awareness of gaps in, and a desire to increase, cultural knowledge and inter-cultural practice relevant to one's work.  
• Accesses resources to make sure culturally appropriate and language appropriate services are provided.  
• Draws on a client's own cultural resources and support frameworks. |

**Other aspects of capability not covered by the above competencies**

a. **Essential Professional Qualifications / Accreditations / Registrations:**
   - New Zealand Advanced Certificate in Anaesthetic Technology and Certificate of Proficiency or Diploma in Applied Science for Anaesthetic Technicians (NZ),
   - Graduate Certificate in Applied Science for Anaesthetic Technicians (NZ) or
   - Recognised equivalent as approved by the Anaesthetic Technicians Board (NZ)

b. **Someone well-suited to the role will place a high value on the following:**
   - Working as part of a Multi-disciplinary team

Capital and Coast District Health Board (C&C DHB) is committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

C&C DHB is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Maori cultural practices.

The role description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.