# POSITION DESCRIPTION
## ANAESTHETIC TECHNICIAN / TRAINEE ANAESTHETIC TECHNICIAN

## POSITION PURPOSE AND PRIMARY OBJECTIVES

### Purpose
To provide clinical and technical assistance to the Anaesthetist during induction of, maintenance of and emergence from anaesthesia. To provide assistance and support to the theatre team.

*It is expected that the Trainee Anaesthetic Technician will be working towards undertaking the full range of duties as per this position description and will work within their scope of practice at all times.*

### Objectives
- To provide assistance to the Anaesthetist.
- To ensure the equipment and stocks required are maintained.
- To take on the role of third person in the operating theatre when appropriate.
- To ensure continued education and personal development.

## KEY TASKS and ACCOUNTABILITIES

<table>
<thead>
<tr>
<th>Theatre Support</th>
<th>PERFORMANCE INDICATORS</th>
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<tbody>
<tr>
<td></td>
<td>• Carry out anaesthetic machine checks according to ANZCA level 2 &amp; 3 standards</td>
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<td>• Select and prepare medical supplies required for the anaesthetic list according to specialty</td>
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<td>• Assist the anaesthetist to insert intravenous lines and administration of intravenous fluids and invasive monitoring</td>
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<td>• Assist the anaesthetist with the administration of anaesthesia to patients</td>
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<td>• Support the anaesthetist with airway management including difficult airway equipment and techniques</td>
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<td>• Assist the anaesthetist in emergency situations including administration of emergency drugs under the supervision of the anaesthetist</td>
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<td>• Take on the role of the third person in theatre and assist in that capacity during the operative procedure when appropriate</td>
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Initial: Employee  
Employer: ____

Date Issued: June 2007
- Maintain accurate documentation for effective patient safety, clinical management and charging.

### Patient Support
- Carry out patient safety checks and handover relevant information to the theatre team
- Reassure patients and check whether they have any medical conditions that could create problems under anaesthesia
- Observe patients and monitor their vital signs before, during and after the operation
- Assist with patient emergence from anaesthesia

### Quality Improvement
- To participate in quality improvement processes and activities and be accountable for following work routines, policies, procedures and expected anaesthetic standards.

### Performance Development
- Continues to pursue / enhance own knowledge and skills appropriate to the area of work.
- Participates in annual performance review and development of a personal professional development plan
- Meets Mercy mandated skill competency requirements, such as, but not limited to; fire, evacuation and health and safety training

### Communication and Team work
- Actively participates in staff meetings
- Contributes to a supportive environment for all those in the Theatre team
- Communicates with patients, families, colleagues and visitors in a professional manner

### Health and Safety
- To take all practicable steps to ensure personal safety, and the safety of others, while at work, according to the department’s and the Hospital’s health and safety policies, procedures and systems.
- Adheres to current infection control practices maintaining a safe environment for both patients and staff
- Takes initiative and identifies, reports and resolves issues that may cause harm to themselves or others in the organization

## RELATIONSHIPS

<table>
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<tr>
<th>Reports to:</th>
<th>Senior Anaesthetic Technician- OT</th>
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<tbody>
<tr>
<td>Internal Relationships:</td>
<td>Theatre Staff</td>
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</tbody>
</table>

Initial: Employee
Employer: _______
## PERSON SPECIFICATION

### Work Qualifications/Skills
- New Zealand Certificate of Proficiency in Anaesthesia Technology or equivalent;
- Be a member of the New Zealand Anaesthetic Technicians’ Society;
- CPR to Level 6
- Be competent in technical, measuring and computer skills.
- Excellent observational and crisis management skills.
- Good communication and people skills

### Trainee Qualifications/Skills
To enter tertiary training, anaesthetic technicians usually need to have completed Year 12 or 13 in biology and physics or an equivalent catch-up course. Other science subjects and mathematics may also be helpful.

To become registered, anaesthetic technicians need to register as a trainee and complete a course of study recognised by the New Zealand Anaesthetic Technicians Society. They also need to complete up to 6240 hours of on-the-job training at a recognised training hospital. This training time may be reduced if the anaesthetic technician has previous related experience.

### Knowledge & Experience
- Possess knowledge of medico-legal and ethical responsibilities.
- Have the ability to work independently as well as being a fully integrated member of the theatre team;
- Anaesthetic technicians need to have a comprehensive understanding of operating theatre procedures, sterile field and infection control principles, anatomy, physiology, and biophysics.
- Excellent knowledge of anaesthetic machines, procedures, drugs and related equipment.
- Emergency procedures and possible medical conditions associated with anaesthesia such as malignant hyperthermia.

### Trainee Knowledge & Experience
Previous experience in an operating theatre is useful. Other hospital or medical experience, such as working as a registered nurse or medical technician would be an advantage.

### Physical Task requirements
Good general health and fitness as the work requires lifting supplies and moving patients.
Specific Skills and Requirements Relevant to Area

Anaesthetic technicians must enjoy patient contact and be able to communicate effectively. They need to be calm in emergencies and able to work and make decisions under pressure. They should also have an eye for detail and be organised, precise and practical.
MERCY HOSPITAL’S MISSION

To share in the mission of the Sisters of Mercy by continuing the healing of Jesus Christ through providing the highest standards of health care for the total wellbeing of all.

MERCY HOSPITAL’S VALUES

COMPASSION
We enter willingly into another’s experience and respond with empathy.

RESPECT
We appreciate the preciousness, dignity and uniqueness of each person.

HOSPITALITY
We respond to others readily and generously, with warmth, care and respect.

JUSTICE
We engage in balanced, equitable, fair and honest relationships within our caring environment and the wider community, encouraging others to meet their potential.

INTEGRITY
We are authentic and accountable in everything we do, honouring our commitment to openness and honesty.

EXCELLENCE
We aspire to provide the highest quality care and service and engage in ongoing development to remain relevant and responsive.
WORKPLACE CONTRIBUTION

Treaty of Waitangi
Mercy Hospital is committed to its obligations under the Treaty of Waitangi. Employees are required to give effect to the principles of the Treaty of Waitangi - Partnership, Participation and Protection.

Health and Safety
Mercy Hospital is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organization. As an employee of Mercy Hospital, the health and safety of clients and colleagues, as well as your own, is your responsibility. You are expected to work safely at all times, and to actively participate in health and safety programs in your area. It is expected that you will report all accidents or potential hazards to your manager.

To participate in and comply with the requirements of the Health & Safety in Employment Act 1992 and associated Mercy Hospital policies:

• Work practices ensure safety for self and others;
• Advice or assistance is sought before commencing an unfamiliar work practice;
• Hazards are identified, control plans documented, and hazards eliminated, minimised or isolated;
• Comply with Mercy Hospital incident reporting policy and Health & Safety Policy;
• Emergency management procedures and compulsory / compliance education and training completed;
• Demonstrates knowledge of the health and safety database.

Quality and Risk
Mercy Hospital is committed to the concept of quality improvement. As an employee you are required to actively participate in quality improvement and risk management, both at a professional level and service level. You are also required to participate in CQI and risk programmes as an integral part of your position.

Personal Responsibilities
• Respect the Values of the Sisters of Mercy and support the Philosophy and Mission of Mercy Hospital and its ethical, cultural and social values.
• To work in accordance with the Mercy Hospital Patients’ Code of Rights and Responsibilities;
• Be familiar and with Mercy Hospital policies and procedures;
• Be responsible for own ongoing education and skills required in designated role;
• To demonstrate an understanding of confidentiality of information regarding patients, employees and hospital business at all times;