

## **JOB DESCRIPTION**

### Anaesthetic Technician

#### **Purpose of the Job**

Provide an exceptional level of patient care in the delivery of clinical and technical support for Anaesthesia that promotes optimal patient outcomes and ensures an efficient operating theatre. Provide direct clinical assistance and safe operational anaesthetic and ancillary equipment to Anaesthetists.

**Reports to:** General Manager, Tasman Day Surgery

#### **Key Responsibilities**

##### *Clinical Excellence*

- Provide safe clinical practice for patients undergoing anaesthesia in accordance with legal, ethical, cultural safety and professional standards.
- Maintain a sound understanding of anaesthetic procedures and possible associated hazards including anaesthetic pharmacology and adverse effects.
- Establish Anaesthetist's requirements prior to surgical procedures.
- Work closely with the multi-disciplinary theatre team to provide safe and appropriate patient care including planning, implementation and evaluation.
- Check and prepare anaesthetic machines and equipment prior to each operating list in accordance with the College of Anaesthetist standards, ensuring all equipment is in a clean and safe condition for use; ensure all monitoring equipment is fully calibrated prior to use.
- Troubleshoot equipment problems, clearly complete appropriate documentation, and raise any equipment faults with the Anaesthetist and General Manager.
- Provide professional empathetic care to patients, explain procedures to them and provide support and reassurance.
- Check if patients have any medical conditions/allergies that may alter delivery of anaesthesia and perioperative monitoring.
- Prepare and assist with spinal and regional anaesthetic procedures.
- Assist the anaesthetist(s) as required with IV cannulation, ECG's, invasive monitoring, setup and administration of IV fluids & medications, and airway management.
- Assist the proceduralists with sedation.
- Observe patients and monitor their vital signs before, during and after the procedure.
- Recognise recurring patterns relating to patient monitoring and report significant alterations in patient condition.
- Assist the anaesthetist in extubation procedures.
- Accurately record patient information in a timely manner.
- Ensure all used equipment is disposed of, decontaminated or sterilized as appropriate, and all areas are cleaned.
- Respond appropriately to emergency situations.

- Perform and assist with emergency life support including bag/mask resuscitation and endotracheal intubation under the direct supervision of an anaesthetist.
- Provide assistance outside the operating theatre when required.

#### *General Support*

- Monitor consumables and ensure appropriate stock levels are maintained; ensure expired stock is managed appropriately.
- Ensure anaesthetic and theatre equipment are correctly maintained, including undertaking safety checks and testing.
- Regularly review anaesthetic procedures and practices and anaesthesia related resources to ensure the safe, effective and efficient functioning of the service.
- Liaise with pharmacy and manage all theatre pharmaceuticals, including ordering.
- Provide back up support for the Theatre Sterilising Unit, including scope cleaning and micro-testing.
- Assist with and prepare for audits as required.
- Assist with the planning of emergency simulations/scenarios for the purposes of training all staff as required; maintain appropriate documentation.

#### *Teamwork & Patient Care*

- Work positively, sensitively, constructively and in culturally appropriate ways with all patients, colleagues and specialists to secure positive outcomes and maintain collaborative relationships.
- Be open, approachable, and responsive to others needs.
- Exchange information with appropriate personnel to ensure the highest standard of patient care.
- Work within professional and ethical guidelines for practice including Code of Health and Disability Service Consumers' Rights, clinical protocols, policies and procedures.
- Demonstrate understanding of the principles of the Treaty of Waitangi and apply the principles of partnership, protection and participation in everyday practice.

#### *Accountability & Personal Responsibility*

- Identify and escalate clinical systems and processes that require improvement.
- Maintain knowledge of current best practice in healthcare.
- Assist with the development of the team's knowledge and skills by contributing to the ongoing teaching and learning opportunities and sharing knowledge.
- Demonstrate individual responsibility for professional development and for meeting all the mandatory requirements of the professional body and theatre protocols.
- Identify own level of competence and seek assistance, knowledge, and direction as necessary.
- Engage in continuous learning to improve own qualifications and practice.
- Actively contribute to own personal development plan and annual appraisal.
- Participate in projects or performs other duties as reasonably required to support our success.
- Model our values and adhere to our policies and procedures.

#### *Health & Safety*

- Promote a safe and healthy work environment by taking personal responsibility for your own health, safety and well-being and supporting others to do likewise.
- Contribute to a safe environment for everyone; adhere to the Health & Safety at Work Act 2015 and our Health and Safety policies and procedures.

- Report and document any incident, near miss and hazard in a timely way and assist in the management of these.
- Take responsibility and action when activities or situations compromise safety and/or wellbeing.
- Understand and comply with emergency procedures and plans and lines of communication to maximise effectiveness in a crisis situation.

#### *Quality Improvement & Risk Management*

- Actively participate in and contribute to continuous quality improvement and risk management activities.
- Develop, review and update policies, procedures, protocols and guideline documentation, in conjunction with the wider team.
- Comply with quality focused anaesthetic protocols to ensure care standards are articulated, supported, achieved, documented, and audited.
- Recognise and manage risks to provide care that best meets the needs and interests of our patients.
- Maintain awareness of emerging patient needs, new procedures and technologies and promote solutions to safely care for patients.

#### *Privacy*

- Adhere to the Privacy Act 2020 and Health Information Privacy Code 2020, and subsequent amendments in regard to the non-disclosure of information
- Maintain strict confidentiality in respect to our business, operations, employees, and patients.

### **Key Skills / Requirements**

#### *Clinical Skills*

- Excellent knowledge and understanding of operating theatre procedures and protocols, anaesthetic machines, life support machines, drugs and equipment.
- Demonstrated anaesthetic technical experience in a surgical facility.
- Sound knowledge and application of safe anaesthetic practices in operating suites as recommended by the College of Anaesthetists / Medical Sciences Council of New Zealand.
- A sound knowledge of emergency procedures with the ability to administer cardiopulmonary resuscitation (CPR).
- Demonstrated understanding of the Health & Disability Code of Consumer Rights.

#### *Personal Attributes*

- A positive, enthusiastic and friendly team player with the ability to work autonomously.
- A flexible and adaptable manner with a can-do attitude.
- Ability and willingness to learn new skills and work effectively in a multi-disciplinary team environment.
- A strong customer service focus with a patient centric approach.
- Calm and responsive, with the ability to empathise with and treat patients, relatives and colleagues with dignity and respect.
- Takes initiative and embraces change.
- A high standard of personal and professional integrity.
- A demonstrated commitment to quality and continuous improvement.
- Ability to work under pressure.
- Excellent planning, organisational, and time management skills.
- Excellent communication skills, with professional presentation and manner.

- Good general computer skills.
- Commitment to ongoing professional and skill development with a willingness to share knowledge and skills.
- Maintains knowledge of best practice guidelines within area of practice.
- An understanding and commitment to the principles of cultural sensitivity and safety.
- Responsible and accountable for actions; actively seeks feedback and is open and receptive to it.
- Good general level of fitness; ability to meet the physical demands of working in a theatre environment.

#### *Qualifications*

- New Zealand Registered Anaesthetic Technician with a current Annual Practicing Certificate or Registered Nurse with a New Zealand Medical Sciences Council recognised Anaesthetic qualification.
- Current Advanced Cardiac Life Support (ACLS).
- A full New Zealand driving licence.

#### *Vaccination Requirements*

Tasman Day Surgery is a fully vaccinated place of employment; the job holder would also be expected to be vaccinated.

### **Key Relationships**

#### Internal

General Manager  
Nursing and ancillary staff  
Anaesthetic technicians  
Support staff

#### External

Patients, their whānau and support person  
Surgeons, Anaesthetists, Consultants  
Allied Health Professionals  
Suppliers / Company reps

### **Agreement**

\_\_\_\_\_  
Employee Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Manager Name & Signature

\_\_\_\_\_  
Date

*Note, from time to time this job description may be reviewed and updated with the employee in response to the changing nature of the work environment.*