

POSITION DESCRIPTION

Position Details:

TITLE: Trainee Anaesthetic Technician/Assistant

DEPARTMENT: Perioperative Services

LOCATIONS: Anaesthetic Departments

REPORTS TO: Clinical Training Co-ordinator
Charge Anaesthetic Technicians

DATE: July 2017

Purpose of Position:

- To develop an excellent standard of anaesthetic assistance that will ensure positive patient outcomes.
- To understand and apply supporting theoretical learning to reinforce the best practice of clinical and technical skills.

Key Accountabilities

1. To carry out responsibilities in a professional and caring manner, respecting both the customer and the teams' expectations and requirements.
2. To provide supervised clinical and technical assistance to the anaesthetists.
3. To assist in the maintenance and monitoring of anaesthetic and ancillary equipment and to provide it in a safe, functional state when required.
4. To participate in educational opportunities provided by the ADHB and to take responsibility for the completion of theoretical & clinical components of the diploma training programme.
5. To participate in Quality Improvement initiatives and base practice on the ADHB Recommended Clinical Practices and Policies.

Relationships:

External	Internal	Committees/Groups
AUT – theoretical provider	<ul style="list-style-type: none"> • Clinical Training Co-ordinator (Anaesthetic Assistance) • Supervisor of Training • Charge Anaesthetic Technicians • Educator – Anaesthetic Assistance 	Trainee Lecture and Tutorial Programmes - In-Service Programmes

PERSON SPECIFICATION

<u>Educational requirements:</u>	Essential	Desired
<ul style="list-style-type: none"> • Evidence of theoretical learning achievements 	<ul style="list-style-type: none"> • New Zealand Resident • Excellent spoken and written English 	<ul style="list-style-type: none"> • New Zealand Citizen • NCEA 2. Physics or • AUT pre-requisites Biophysics 2 • NCEA 3. Biology or • AUT Anatomy & Physiology 3 • AUT Anatomy & Physiology 1A & 1B or equivalent <p>For NZ RNs 1 year FT post qualification experience in either OR, PACU, ED, surgical ward, ICU.</p>
<p><u>Knowledge and Experience</u></p> <p>Demonstrates an interest in working with people</p>	<p>Caring attitude</p> <p>Team Player</p> <p>Proven ability to learn</p> <p>Good time management skills</p>	<p>Knowledge of the health environment</p> <p>Knowledge of the applications of the principles of the Treaty of Waitangi with a commitment to biculturalism</p>

CRITICAL COMPETENCIES

Competency	Description
1 Customer Service	<ul style="list-style-type: none"> • Appreciates and demonstrates that client / patient care is the priority of the ADHB services. • Treats all clients / patients with sensitivity and courtesy. • Respects and meets the cultural needs of the customers.
2 Teamwork	<ul style="list-style-type: none"> • Behaves in a professional manner at all times. • Plays an active role in the team, taking the team perspective. • Accepts individual accountability within the team. • Recognises others skill and knowledge. • Able to take direction. • Is punctual and reliable.
3 Clinical and Technical Assistance	<ul style="list-style-type: none"> • Provides assistance to the anaesthetist to whom allocated until excused from that duty. • Assesses and anticipates procedural requirements. • Recognises own strengths and development needs. • Applies principles of infection control to practice.
4 Equipment	<ul style="list-style-type: none"> • Maintains equipment in a fully functional and safe condition. • Demonstrates understanding of physics applicable to anaesthetic equipment. • Identifies unfamiliarity with new equipment. • Maintains, cleans and stocks procedural lockers and other units to the agreed level of the ADHB anaesthetic departments.

5 Learning	<ul style="list-style-type: none"> • Responds positively to personal development opportunities. • Accepts responsibility to maintain a high and punctual standard of theoretical learning programmes. • Participates in informal and formal teaching sessions.
6 Quality Improvement	<ul style="list-style-type: none"> • Bases practice on Anaesthetic Clinical Practice and Policy Documents of the ADHB anaesthetic departments. • Adheres to NZATS Trainee Scope of Practice and NZATS Standards of Practice documents. • Participates in the audit processes. • Critiques and amends practice to improve efficiency and effectiveness.

WORKING FOR ADHB – EXPECTATIONS OF EMPLOYEES

CITIZENSHIP

All employees are expected to contribute to the innovation and improvement of Auckland District Health Board as an organisation. This means:

- Using resources responsibly
- Models ADHB values in all interactions
- Maintaining standards of ethical behaviour and practice
- Meeting ADHB's performance standards
- Participating in organisation development and performance improvement initiatives
- Helping to develop and maintain Maori capability in ADHB, including developing our understanding of the Treaty of Waitangi and ways in which it applies in our work
- Raising and addressing issues of concern promptly

THE EMPLOYER AND EMPLOYEE RELATIONSHIP

We have a shared responsibility for maintaining good employer/employee relationships. This means:

- Acting to ensure a safe and healthy working environment at all times
- Focusing our best efforts on achieving ADHB's objectives

A performance agreement will be reached between the employee and their direct manager and/or professional leader containing specific expectations.

CONSUMER/CUSTOMER/STAKEHOLDER COMMITMENT

All employees are responsible for striving to continuously improve service quality and performance. This means:

- Taking the initiative to meet the needs of the consumer/customer/stakeholder
- Addressing our obligations under the Treaty of Waitangi
- Involving the consumer/customer/stakeholder in defining expectations around the nature of the services to be delivered and the timeframe
- Keeping the consumer/stakeholder informed of progress
- Following through on actions and queries
- Following up with the consumer/customer/stakeholder on their satisfaction with the services

PROFESSIONAL DEVELOPMENT

As the business of ADHB develops, the responsibilities and functions of positions may change. All staff are expected to contribute and adapt to change by:

- Undertaking professional development
- Applying skills to a number of long and short term projects across different parts of the organisation
- Undertaking such development opportunities as ADHB may reasonably require