

ANAESTHETIC TECHNICIAN/NURSE - THEATRE

1. PURPOSE OF POSITION

- To provide optimum care utilising knowledge and skills to patient's in the Theatre Department.
- To provide appropriate direction to HCA's performing delegated patient care tasks, working within the Theatre department.
- Take responsibility for activities within Department.
- Maintain a close liaison with the multi-disciplinary team.
- Liaise with the Clinical Leader or Theatre Manager/Theatre Co-ordinator with regard to patient safety issues or equipment issues.

2. ORGANISATIONAL VALUES

Te Whatu Ora Taranaki our mission (Te Kaupapa) is improving, promoting, protecting and caring for the health and well-being of the people of Taranaki. Te Whatu Ora Taranaki values define who we are as an organisation, the way we work with each other, our patients, whanau and external partners. Our Te Ahu Te Whatu Ora Taranaki values are:

Partnerships	WHANAUNGATANGA	We work together to achieve our goals
Courage	MANAWANUI	We have the courage to do what is right
Empowerment	MANA MOTUHAKE	We support each other to make the best decisions
People Matter	MAHAKITANGA	We value each other, our patients and whanau
Safety	MANAAKITANGA	We provide excellent care in a safe and trusted environment

3. DIMENSIONS

Reports to:	Charge Anaesthetic Technician
Number of people reporting to you	-
Financial limits authority	-
Operating Budget	-

4. WORKING RELATIONSHIPS

External	Internal
Public and Patients Other hospitals and companies that supply equipment	Theatre Manager/ Theatre Co-ordinator Department Staff Surgeons/Anaesthetists Wards/Departments Administrative Staff Radiology Department

5. ACCOUNTABILITIES

Key area of responsibility	Expected outcomes
<p>1. Daily logistics</p> <p>Responsible for daily clinical functions and activities of individual clinical specialty/specialties.</p>	<ul style="list-style-type: none"> • Maintain close and effective communication with all staff. • Check all required anaesthetic, ancillary, monitoring, fluid replacement, warming and other relevant equipment is functioning, cleaned and safe to use. • Assist with induction of General Anaesthetic and monitoring – invasive and non invasive. • Assist at the conclusion of anaesthesia. • Assist in the preparation of patients for and assist with epidural, spinal, regional and local anaesthetic procedures. • Accurate identification and assessment of patients. • Document all care accurately. • Checking in of patients in pre-op. • Assist with intraoperative positioning. • Participate in the WHO Surgical Safety Check list. • Provide a service to areas outside of the operating theatre including X-Ray (ERCP, MRI, CT), ED and ICU. • Ensure compliance with standards, procedures and protocols. • Ensure patient care is delivered in a safe, sensitive and culturally appropriate manner. • Act as patient advocate at all times. • Identify improvement opportunities and implement as necessary in conjunction with the Clinical Leader. • Participate in the teaching and orientation of student

	<p>nurses, registered nurses, anaesthetic technicians, trainees as required.</p> <ul style="list-style-type: none"> • Encourage and promote excellent customer service and team work within the Department. • Develop and sustain productive working relationships with the multi-disciplinary team. • Maintain and promote Health and Safety standards. • Perform duties on a rostered basis with optimum patient management and care. • Be aware of the NZATS Professional Standards of Practice.
<p>2. Customer Service</p> <p>Ensure maintenance of effective and efficient customer service to both internal and external customers.</p>	<ul style="list-style-type: none"> • Patient/Client service is consumer focused, safe, effective, timely and appropriate to maximise patient wellbeing and outcomes. • Care and service meets professional practice standards. • Maintain close and effective communication with all staff. • Advocates and demonstrates a high standard of customer service at all times. • Respond to issues, queries and concerns as needed within the Department. • Health and safety is maintained and promoted, quality improvements monitored and reported.
<p>3. Environment and Facilities</p> <p>Maintenance and effective use of department equipment and facilities</p>	<ul style="list-style-type: none"> • Ensure notification of equipment failure occurs and appropriate action taken to remedy the failure. • Proactive and responsible with regard to Health and Safety. • Maintains an environment which prevents the spread of infection.
<p>4. Teamwork</p>	<ul style="list-style-type: none"> • Promotes the fostering of a team environment that enhances partnership and co-operation. • Lines of communication are developed and maintained between all staff in theatre. • Assists in the development of new policies and procedures within the Company. • Attends company/team meetings where appropriate. • Demonstrates a commitment to continual improvement activities and undertakes such, as appropriate. • Develops and encourages customer focus.

	<ul style="list-style-type: none"> • Provide appropriate direction to HCA's performing delegated patient care tasks, working within the Theatre department.
5. Staff Development	<ul style="list-style-type: none"> • Participates in in-service education and encourages others to do so. • Participates in the ongoing training of staff in the advent of equipment or protocol changes. • Undertakes additional courses and conferences to promote personal and professional development. • Shares knowledge and skills with others, as required. • Encourages and promotes personal development of staff. • Maintain CPR, ACLS, IV additives and Pain register certification plus additional components relevant to area where based.
6. Decision making	<ul style="list-style-type: none"> • This position description is not exhaustive and the incumbent may be requested to perform any reasonable task requested by the Clinical Leader, Theatre Manager and Theatre Co-ordinator. • This position description will be reviewed from time to time in consultation with the incumbent.
7. Leadership	<ul style="list-style-type: none"> • Leader - motivates others to follow HR vision and so achieves organisational goals. • Employee relations. Develops appropriate relationships to provide an effective working relationship. • Developer - People and Team. Develops self and drives others to develop their full potential and so achieves organisational needs and succession planning needs. • Role model - upholds departments policies and standards and leads by example.

Organisational Accountabilities	Expected Outcome for all employees
Health Equity	<p>Te Whatu Ora Taranaki strives to eliminate health inequalities and achieve health equity for the Taranaki population. In practical terms this means all staff are required to implement relevant health equity policies, procedures, approaches and guidelines issued from time to time including:</p> <ul style="list-style-type: none"> • The Pae Ora Framework which requires: <ul style="list-style-type: none"> ◦ Demonstrating the principles of Tino Rangatiratanga, Equity, Active Protection, Options

Organisational Accountabilities	Expected Outcome for all employees
	<p>and Partnership under the Te Tiriti o Waitangi;</p> <ul style="list-style-type: none"> ○ improving understanding of the determinants of ethnic inequalities in health, in particular the “Drivers of ethnic inequalities in health” and the “Pathways to Inequalities” both of which are referenced in the Te Whatu Ora Taranaki Pae Ora Framework; ○ Ensuring Health Equity assessment is embedded into your practise where services, policies or programmes are expected to improve outcomes for Māori; ○ Effectively implementing health equity approaches outlined for Health Professionals in “Equity of Health Care for Maori: A Framework” published by the Ministry of Health to support He Korowai Oranga Refresh 2014, national Maori Health Strategy; ○ Ensuring appropriate health literacy responses are used for effective engagement with Māori; ● You must ensure accurate ethnicity data is collected or held for patients and clients you interact with by following the Te Whatu Ora Taranaki Ethnicity Data Collection Policy and procedures; ● You must attend the Cultural Competency training provided by and for staff of the Te Whatu Ora Taranaki including Treaty of Waitangi workshop, General/Clinical Refreshers, Engaging Effectively with Maori and any other training identified as essential for staff.
Health and Safety	<ul style="list-style-type: none"> ● Maintains a safe and healthy environment ● Complies with health & safety policies and procedures ● Carries out work in a way that does not adversely affect their health and safety or that of other workers ● Complies with procedures and correctly use personal protective equipment and safety devices provided ● Contributes to hazard identification and management process ● Reports accurately near misses/incidents/accidents in a timely manner <p>Participates in health and safety matters</p>
Personal Development	<ul style="list-style-type: none"> ● Fully contributes to the individuals’ team performance and is committed to identify and

Organisational Accountabilities	Expected Outcome for all employees
	<p>pursue opportunities for developing new knowledge and skills</p> <ul style="list-style-type: none"> • Participates in the performance appraisal process where personal performance and development is reviewed • Willing to accept new responsibilities, acquire and demonstrate relevant new knowledge

6. VARIATION TO DUTIES

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities can be amended from time to time either by additional, deletion or straight amendment to meet any changing conditions, however this will only be done in consultation with the employee.

7. CAPABILITY REQUIREMENTS

Capabilities are the behaviours demonstrated by a person performing the job. Capabilities identify what makes a person most effective in a role. Those listed below are expected for the **Theatre** team roles in the organisation. The required capabilities can change as the organisation develops and the roles change.

Capability
<p>Effective Communication</p> <p>Shares well thought out, concise and timely information with others using appropriate mediums. Ensures information gets to the appropriate people within the organisation to facilitate effective decision making</p>
<p>Decision Making/Problem Solving</p> <p>Demonstrates effective and timely decision making/problem solving techniques. Aware of the impact of decisions on key stakeholders and consults as appropriate utilizing available resources. Is proactive and effective when problem solving is required.</p>
<p>Innovation/Initiative</p> <p>Continually strives for new and improved work processes that will result in greater effectiveness and efficiencies. Questions traditional ways of doing things when choosing a course of action or finds new combinations of old elements to form an innovative solution.</p>
<p>Resilience/Flexibility</p> <p>Articulates differing perspectives on a problem and will see the merit of alternative points of view. Will change or modify own opinions and will switch to other strategies</p>

Capability

when necessary. Adjusts behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress.

Cultural Safety

Demonstrates a commitment to cultural safety by meeting and exceeding the cultural needs of clients/customers/colleagues. Manages cultural ambiguity and conflicting priorities well. Understands concepts of whanaungatanga and manaakitanga and Maori cultural orientation to whanau, hapu and iwi.

Teamwork

Works to build team spirit, facilitates resolution of conflict within the team, promotes/protects team reputation, shows commitment to contributing to the teams success

8. EDUCATION

- Registered Anaesthetic Technician.
- Registered Nurse with Anaesthetic Certificate or relevant anaesthetic experience.
- Knowledge of Quality Assurance and accreditation principles, and a commitment of continuous quality improvement.

9. SKILLS

- Be a qualified anaesthetic technician or a registered nurse with documented anaesthetic experience.
- Knowledge of Tikanga Maori.
- Excellent communication skills.
- Has a commitment to quality and accuracy and is keen to learn and develop new skills.
- Ability to teach and train.
- Shows a caring but professional manner in all aspects of work. Is aware of and sensitive to all cultural issues.
- Able to cope with a high and varied work load including emergency situations.
- Time management skills and ability to prioritise.
- Demonstrates initiative and flexibility.
- Ability to maintain confidentiality at all times.
- Computer literate.

10. EXPERIENCE

- Relevant experience in anaesthetics.

