



Date	October 2016
Position Title	Anaesthetic Technician
Division	Perioperative Services
Reports to	Clinical Nurse - Anaesthetics

SECTION 1
Position Summary

<p>The Anaesthetic Technician is responsible for:</p> <ul style="list-style-type: none"> • Providing support and acting as the first assistant to the Anaesthetist including problem solving for optimum clinical care • Participating in total patient care during a patients perioperative episode including assisting with other patient related duties as required • Maintaining all anaesthetic equipment according to Department Policies and Procedures and Manufacturer guidelines • In consultation with the POSC & CN - Anaesthetics ensure supplies and equipment are available and in working order • Working effectively with the team to manage risk • Working collaboratively with colleagues to achieve agreed targets for the Business Unit contributing to the achievement of overall strategic objectives of the Organisation
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SECTION 2
Key Working Relationships

INTERNAL	EXTERNAL
Executive Manager Clinical and Support Services	Suppliers and contractors

Coordinator Perioperative Services ETQq7.304 242.21

SECTION 3

KEY RESULT AREAS (KRAs) and KEY PERFORMANCE INDICATORS (KPIs)

<p>KRA DEMONSTRATE THE BETHESDA VALUES</p> <p>Work displaying the values of teamwork, respect, integrity, compassion, excellence and professionalism.</p>	
<p>Behavioural Descriptors</p>	<p>KPI</p>
<ul style="list-style-type: none"> ▪ Adhere to the Bethesda values and consistently behave in an honest and ethical way. ▪ Operates in a professional manner when representing the work area in internal forums ▪ Recognise difference in people ▪ Treat people with respect and dignity ▪ Provide prompt courteous and effective service to internal and external customers ▪ Provides accurate advice to colleagues and customers; checks and confirms the accuracy of information prior to release. ▪ Demonstrate appropriate confidentiality and duty of care ▪ Commits energy and drive to seek that tasks are achieved accurately. ▪ Support a positive working environment ▪ Understand and operate within legislative, policy and regulatory frameworks ▪ Take personal responsibility for accurate completion of work and seek guidance when required. ▪ Seek and participate in ongoing performance, feedback, management and development; ▪ Communication strengths and weakness to identify and seek self development opportunities 	<ul style="list-style-type: none"> • Clear demonstration of Bethesda values in day-to-day work relationships • Active participation in staff meetings
<p>KRA IMPLEMENT THE VISION AND INNOVATION</p> <p>Build awareness of the Hospital's goals and identify, implement and communicate solutions and improvement opportunities to ensure achievement of the goals.</p> <p>Support organisational change initiatives through adaptability, facilitation and/or leadership</p>	
<ul style="list-style-type: none"> ▪ Understand and support the Hospital's Vision, Mission and business objectives ▪ Recognise how role contributes to the achievement or organisation goals ▪ Take time to learn about other areas of the organisation and issues that may affect the business unit ▪ Follow direction provided by supervisor and communicate it to others; understand relationship between business priorities and specific tasks ▪ Actively participate in team decision making and incorporate outcomes into work plans ▪ Identify issues and problems that may impact on own work objectives and suggest solutions ▪ Draws on information and appropriate sources; think and plan ahead 	<ul style="list-style-type: none"> • Assist delivering the Hospital's Mission and Vision • Improvement ideas implemented • Active involvement in planned change tasks

<ul style="list-style-type: none"> ▪ Implement new improved work practices when required ▪ Support activities that result in a superior quality improvement and risk management framework and outcomes for the nursing unit ▪ Work with others to ensure planned change produces effective and effective operational outcomes 	
<p>KRA COLLABORATE AS ONE TEAM</p> <p>Build, enhance and maintain interpersonal relationships with relevant stakeholders to achieve organisational goals</p> <p>Demonstrate appropriate leadership skills to build, empower and guide people to achieve organisational goals</p>	
<ul style="list-style-type: none"> ▪ Communicate clearly and concisely with colleagues and customers in both verbal and written form ▪ Build positive relationships with colleagues and customers ▪ Actively listen to colleagues and clients; support team members and recognise the contribution made by others ▪ Resolve conflict using appropriate strategies; find solutions that manage the sensitivities involved ▪ Operate as an effective member of the team; work collaboratively and keep colleagues and manager informed of work progress ▪ Share information with others that will support the team's goals ▪ Follow direction of supervisor ▪ Demonstrate flexibility and cope effectively with day-to-day people and work changes, shifting priorities and periods of uncertainty ▪ Actively seek coaching from supervisor or peers ▪ Perform other duties as directed to support the completion of key outcomes of the business unit and Hospital 	<ul style="list-style-type: none"> • Accurate and timely documentation • Attendance at staff meetings • Grievances resolved in an effective and timely manner with all parties in agreement with outcome • Completion of performance reviews and development plans for self • Evidence of completion of mandatory competencies
<p>KRA KNOW THE BUSINESS</p> <p>Build and maintain awareness of the hospital's customers and the service which we operate.</p> <p>Perform the business of a private hospital; take appropriate action and follow up to help ensure realisation of results</p>	
<ul style="list-style-type: none"> ▪ Take steps to ensure the provision of prompt, efficient and responsive customer service personally in work role. ▪ Comply with governance, compliance and accountability requirements as directed by supervisor • Is responsive to changes in customer needs; manages customer expectations by clarifying expectations • Work to agreed priorities, outcomes, time constraints and assigned resources ▪ Adhere to documentation procedures; keep accurate and up-to-date records according to required standards ▪ Work to ensure the safety of self and others with in the legislative requirements of Occupational Safety and Health; ▪ Use and store chemicals according to Material Safety Data Sheets; report all hazards and incidents 	<ul style="list-style-type: none"> • Adhere to current policies and procedures • Accurate and timely documentation • Timely reporting and resolution of complaints • High satisfaction rate from customers (internal & external), and patients • Timeliness and accuracy of reports • Follow appropriate safety behaviour

	<ul style="list-style-type: none"> • Timely reporting of risk and safety indicators
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SECTION 4 Authority Levels

The Anaesthetic Technician, reports to Clinical Nurse - Anaesthetics and functions within the guidelines of the Organisation's Policy and Procedures and Mission, Vision and Values.

SECTION 5 Selection Criteria

Qualifications
<p>Essential</p> <ul style="list-style-type: none"> ▪ Current Police Check and Working with Children Check ▪ Certificate IV in Operating Theatre Technical Support or Anaesthetic and/or Operating Room Technician Diploma (Royal Perth Hospital or equivalent) <p>Desirable</p> <ul style="list-style-type: none"> ▪ Extensive clinical experience in a tertiary institution or acute private hospital setting
Knowledge
<p>Essential</p> <ul style="list-style-type: none"> ▪ Knowledge of OSH legislation and requirements ▪ EEO practices and principles <p>Desirable</p> <ul style="list-style-type: none"> ▪ Quality improvement and risk management processes
Skills
<p>Essential</p> <ul style="list-style-type: none"> ▪ Demonstrated competence in a specialised function - anaesthetics. ▪ Demonstrated ability to work without direct supervision and in less stable conditions with ability to problem solve or seek help from appropriate resource ▪ Knowledge of standards of practice relevant to patient positioning ▪ Ability to implement the care plan / care path under the direction of a registered Nurse ▪ Ability to monitor and evaluate patient care under the direction of a Registered Nurse ▪ Well developed written and verbal communication skills ▪ Well developed organisation and time management skills <p>Desirable</p> <ul style="list-style-type: none"> ▪ Basic keyboard and computer skills
Experience

Essential

- Working in a health care environment
- Working effectively as part of a team while organising own time and work processes to meet deadlines
- Determining and exceeding customer expectations
- Building and sustaining relationships with colleagues and customers

SECTION 6
Acceptance of Position Description

Anaesthetic Technician _____
Date

Executive Manager Clinical and Support Services _____
Date