



# POSITION DESCRIPTION

<b>Date</b>	February 2020
<b>Position Title</b>	Anaesthetic Technician
<b>Division</b>	Clinical and Support Services
<b>Reports to</b>	Manager, Perioperative Services

## SECTION 1

### Mission, Vision and Values

**Mission:** - To deliver the highest quality healthcare experience for patients

**Vision:** - To be the preferred choice of Doctor's, Staff and Patients, recognised for the provision of high-quality medium acuity surgical services and palliative care.

**Values:** Bethesda Health Care is committed to the following values:

- Teamwork – we create an environment of unity and togetherness
- Respect – we recognise and acknowledge the uniqueness and value of every individual
- Integrity – we demonstrate honesty and trust
- Compassion – we work to express God's love through a caring expression of kindness, tolerance and tenderness
- Excellence – we excel in all that we do so that we can promote the mission of our hospital
- Professionalism – we have pride in the high level of care and service we offer

Staff are expected to demonstrate these values in the way they work and to live the positive behaviours as described in the Bethesda Health Care Code of Conduct.

## SECTION 2

### Position Summary and Role Purpose

Reporting to the Perioperative Services Manager (POSM) and Anaesthetic Clinical Nurse The purpose of the position is to Be responsible for providing support and acting as the first assistant to the Anaesthetist. Planning and participating in total patient care during a patient's perioperative episode as part of the multi-disciplinary team.

## SECTION 3

### Key Working Relationships

INTERNAL	EXTERNAL
Executive Manager Clinical and Support Services	Suppliers and Contractors
Perioperative Services Manager	Clinicians/VMO's
Co-ordinator Perioperative Services	Patients
All operating Theatre staff	

## SECTION 4

### Key tasks, Responsibilities, Outcomes and Activities

#### **Preventing and Controlling Health Care associated Infection**

- Complete mandatory education and competencies to maintain knowledge and skills of best practice
- Demonstrate knowledge of Hospital, ACORN, ANZCA and NQSHS policies and standards

#### **Medication Safety**

- Complete mandatory education and competencies to maintain knowledge and skills of best practice
- Demonstrate knowledge of Hospital, ACORN, ANZCA and NQSHS policies and standards

#### **Comprehensive Care**

- Complete mandatory education and competencies to maintain knowledge and skills of best practice
- Demonstrate knowledge of Hospital, ACORN, ANZCA and NQSHS policies and standards

#### **Communicating for safety**

- Complete mandatory education and competencies to maintain knowledge and skills of best practice
- Demonstrate knowledge of Hospital, ACORN, ANZCA and NQSHS policies and standards

#### **Blood Management**

- Complete mandatory education and competencies to maintain knowledge and skills of best practice
- Demonstrate knowledge of Hospital, ACORN, ANZCA and NQSHS policies and standards

#### **Recognising & responding to deteriorating patient**

- Complete mandatory education and competencies to maintain knowledge and skills of best practice
- Demonstrate knowledge of Hospital, ACORN, ANZCA and NQSHS policies and standards

#### **Other**

- Prepare and plan for operating list – set up/equipment/medications
- Check equipment functioning correctly e.g. run anaesthetic machine through daily check
- Troubleshoot equipment issues
- Assist Anaesthetist with a high level of situational awareness
- Display competency in assisting with difficult intubation/rapid sequence and complex anaesthetics.
- Display competency in safe patient positioning for specialised surgery
- Maintain patient and staff confidentiality
- Clean/decontaminate equipment appropriately between patients and at the end of list
- Participate in waste management program to support environmental sustainability.
- Provide flexibility with roster accordingly with requirements of the department
- Complete Annual Development Review with CN as per Hospital policy

**SECTION 5**  
**Health, Safety and the Environment**

- Adhere to policies, procedures and standard operating procedures
- Report incidents, hazards and injuries
- Use personal protective equipment as required and directed
- Raise OSH issues with OSH representative/s
- Promote a safe work environment by assessing the work environment and not misusing or bypassing systems of equipment

**SECTION 6**  
**Quality and Risk**

- Record initiatives and issues in the safety portal
- Abide by Bethesda Health Care's Code of Conduct, Occupational Health and Safety legislation, Equal Opportunity Act
- Complete mandatory training and participate in development reviews

**SECTION 7**  
**Partnering with the Consume**

Acknowledging and involving patients with their care, responding to both clinical and nonclinical queries, providing assistance as appropriate, encouraging the use of formal feedback systems

**SECTION 8**  
**Selection Criteria**

Qualifications
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Certificate IV in Operating Theatre Technician Support or Anaesthetic and/or Operating Room Technician Diploma (Royal Perth Hospital or equivalent)</li> <li>▪ Current Police Check (no more than 6 months old)</li> <li>▪ Current Working with Children Check</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Extensive clinical experience in a tertiary institution or acute private hospital setting</li> </ul>
Knowledge
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Anaesthetics, evidence-based patient care in the perioperative setting</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Clinical specialisation</li> <li>▪ Quality improvement and risk management frameworks</li> </ul>
Skills
<ul style="list-style-type: none"> <li>▪ Well developed written and verbal communication skills</li> </ul>

- Well developed organisation and time management skills
- Demonstrated competence in assisting with anaesthetics
- Demonstrated ability to work without direct supervision and in less stable conditions with ability to problem solve or seek assistance from appropriate resource
- Knowledge of standards of practice relevant to patient positioning

**Desirable**

- Basic keyboard and computer skills

**Experience**

**Essential**

- Worked in a hospital as an anaesthetic technician for a minimum of 12 months

**Desirable**

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**SECTION 9**  
**Acceptance of Position Description**

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Employee

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Date