



DEPARTMENT OF HEALTH

NORTH METROPOLITAN HEALTH SERVICE

SIR CHARLES GAIRDNER HOSPITAL

JOB DESCRIPTION FORM

ANAESTHETIC TECHNICIAN – LEVEL G3/4

DEPARTMENT OF ANAESTHESIA
CRITICAL CARE DIVISION

Position No: **001252**

Effective Date: April 2015

INDUSTRIAL AWARD / AGREEMENT: Hospital Salaried Officers Agreement

REPORTING RELATIONSHIPS

Responsible to	Head of Department of Anaesthesia
Responsible to	Chief Anaesthetic Technician
Responsible to	Senior Anaesthetic Technician
THIS POSITION	

POSITIONS UNDER DIRECT SUPERVISION			OTHER POSITIONS UNDER CONTROL	
<u>Title</u>	<u>Classification</u>	<u>FTE</u>	<u>Category</u>	<u>FTE</u>
NIL				
TOTAL FTE's:			TOTAL FTE's:	

PRIME FUNCTION / KEY RESPONSIBILITIES: Plans, performs and facilitates clinical and technical support to the Anaesthetist during the induction and emergence of anaesthesia and the continued provision of this support.

BRIEF STATEMENT OF DUTIES

1. CLINICAL

- 1.1 Provide technical and clinical support to the Anaesthetist during induction, maintenance and the emergence from anaesthesia and assist with resuscitation of the patient in emergencies.
- 1.2 Identify and provide anaesthetic and ancillary equipment for the safe administration of anaesthesia and dispose and restock equipment.
- 1.3 Ensure the provision and availability of all drugs and IV fluids during anaesthesia.
- 1.4 Participate in patient care with transferring and positioning the patient.
- 1.5 Communicate with and reassure the patient.
- 1.6 Set up and operate diagnostic equipment and participate in equipment evaluation.
- 1.7 Set up and operate new or advanced equipment where required.
- 1.8 Retrieve, identify and dispense blood products and specimens.
- 1.9 Decontaminate and store equipment and ensure anaesthetic areas are clean and restocked.
- 1.10 Identify patient monitoring and hardware needs and prepare, test and calibrate equipment.
- 1.11 Provide cell salvage service where suitably qualified.
- 1.12 Attend on call service and shifts.

2. ADMINISTRATION, EDUCATION AND RESEARCH

- 2.1 Assist in the coordination of anaesthetic Technicians daily duties.
- 2.2 Act as staff mentor as required.
- 2.3 Ensure own professional knowledge and development by attending training and education programs.
- 2.4 Participate in and contribute to the development and provision of training and education of Trainee Anaesthetic Technicians and theatre visitors.
- 2.5 Contribute to the trialling of new equipment and techniques.
- 2.6 Ensure appropriate documentation is completed as required.

3. QUALITY ASSURANCE

- 3.1 Participate in and support quality improvement programs.
- 3.2 Contribute to the preparation of protocols and procedures.
- 3.3 Undertake annual mandatory competencies.
- 3.4 Complete ten hours or more of continuing professional development per annum with log book record.

4. OTHER

- 4.1 Participate in performance appraisal.
- 4.2 Perform other duties as directed by Supervisor/HOD and/or Anaesthetic Floor Coordinators.
- 4.3 Comply with NMHS Policies & Procedures, Code of Conduct and other relevant legislation.

SELECTION CRITERIA

ESSENTIAL MINIMUM REQUIREMENTS

1. Certificate IV Medical Technicians and Assistants - Anaesthetics or recognised equivalent.
2. Demonstrated ability to set up and calibrate anaesthetic and monitoring equipment used in anaesthesia.
3. Demonstrated ability to organise and coordinate the effective utilisation of anaesthetic equipment.
4. Excellent communication, interpersonal and organisational skills.
5. Demonstrated ability to work in a team.
6. Understanding of and a commitment to continuous quality improvement principles and their practical application.

DESIRABLE REQUIREMENTS

1. Demonstrated commitment to ongoing professional development.
2. Eligible for Membership to the Australasian Society of Anaesthesia Paramedical Officers and/ or the Association of Operating Theatre Practitioners.
3. Current Senior First Aid and/or Immediate Life Support Certificate.
4. Knowledge of cell saver principles.
5. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

APPOINTMENT FACTORS:

Appointment is subject to:

- The completion of 100 point Identification Check;
- A successful Criminal Record Screening Clearance;
- A successful Pre-Employment Integrity Check;
- A successful Pre-Employment Health Assessment.

CERTIFICATION (Valid only if establishments registration stamp affixed to all pages.)

Exec Director / Director / Head of Division / Head of Service / Head of Department: The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Title

Signature

Date

Human Resource Delegate - Job Description Approved.

Title

Signature

Date

Occupant - I have noted the statement of duties, responsibilities and other requirements as detailed in this document

Name (in full)

Signature

Date