



North Metropolitan Health Service
Job Description Form

HSS Registered September 2016

Chief Anaesthetic Technician
Health Salaried Officers Agreement: Level G6
 Position Number: 003670
 Department of Anaesthesia - Surgical Division
 Sir Charles Gairdner Hospital

Reporting Relationships

Medical Co-Director, Surgical Division
 Award Level: SMP Year 1-9
 Position Number: 007330



Head of Department, Anaesthesia
 Award Level: SMP Year 1-9
 Position Number: 006529



This Position



← Also reporting to this supervisor:

- Consultant – Pain Medicine (006737 – 0.25 FTE)
- Registrar – Trainee – Emer Med (006938 – 1 FTE)
- Consultant – Anaesthetist (39 posns – 34.5 FTE)
- RMO – Anaesthesia (9 posns – 9 FTE)
- Snr Registrar – Anaes (19 posns – 19 FTE)
- Administrative Assistant (002542 – 1 FTE) – HSO L3

Directly reporting to this position:

Title	Classification	FTE
Senior Anaesthetic Technician	HSO Level G5	4
Anaesthetic Technician	HSO Level G3	36

Other positions under control

Prime Function / Key Responsibilities: Under the direction of the Head of Department, Anaesthesia and Deputy Nurse Co-Director (Surgical Division), and in collaboration with Perioperative key stakeholders, provides leadership and management of the Anaesthetic Technician service throughout the organisation.

Brief Summary of Duties

1. Administrative

- 1.1 Manage anaesthesia support services.
- 1.2 Administer and manage resources and facilities.
- 1.3 Liaise with medical and other staff over the provision of anaesthetic support services.
- 1.4 Manages the selection/recruitment of Anaesthetic Technicians and Trainees.
- 1.5 Ensure rosters are maintained for shift, overtime and on call and staff are allocated to areas of need.
- 1.6 Authorise rosters and payment of salaries for Anaesthetic Technicians and advise Payroll services.
- 1.7 Manage locum staff.
- 1.8 Implement and maintains performance management systems, which support the ongoing development of staff.
- 1.9 Prepare estimates of staff and equipment and consumable requirements in consultation with the Head of Department.
- 1.10 Coordinate the purchasing, requisition and tendering of anaesthetic goods and monitoring and maintaining appropriate stock levels.
- 1.11 Decontaminate and store equipment and ensure anaesthetic areas are clean and restocked.
- 1.12 Maintain a register of anaesthetic equipment by location and arrange servicing and replacement.

2. Clinical

- 2.1 Ensure that monitoring, anaesthetic and ancillary equipment is identified, tested, calibrated and set up for the safe administration of anaesthesia during surgical and diagnostic procedures.
- 2.2 Provide a resource on equipment and support assistance for the Anaesthetist.
- 2.3 Maintain a decontamination program for anaesthetic equipment to meet Australian Standards.
- 2.4 Ensure coverage in regard to Anaesthetic Technicians and equipment to other hospitals where required.
- 2.5 Act as advocate for patients and family and collaborate with members of health care to achieve health goals.

3. Education and Research

- 3.1 Maintain an ongoing program for development and education of Trainee Anaesthetic Technicians, Student Nurses, Graduate Nurses and Anaesthetic Registrars.
- 3.2 Arrange in-service for Anaesthetic Technicians at major teaching hospitals.
- 3.3 Initiate and supervise clinical trials and development.

4. Quality Assurance

- 4.1 Initiate, develop and maintain and evaluates policies, procedures and protocols.
- 4.2 Promote and support quality principles and quality and maintain a quality assurance program.
- 4.3 Trial new equipment and techniques.

5. NMHS Governance, Safety and Quality Requirements

- 5.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 5.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.

Chief Anaesthetic Technician | HSO Level G6 | 003670

- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Completion of Associate Diploma of Health (Anaesthetic and Operating Theatre Technicians) or Certificate IV Medical Technicians and Assistants - Anaesthetics or recognised equivalent.
2. Demonstrated leadership skills.
3. Extensive experience as an Anaesthetic Technician.
4. Ability to manage human, financial, physical and information resources.
5. Well-developed communication, interpersonal, negotiation and organisational skills.
6. Knowledge of contemporary human resource management principles including Employment Equity.
7. Knowledge and understanding of continuous quality improvement principles and their practical application.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Eligible for Membership to the Australasian Society of Anaesthesia Paramedical Officers.
2. Current Senior First Aid Certificate.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor

Name:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name:
Signature:
Date: