

North Metropolitan Health Service Women and Newborn Health Service

# **Job Description Form**

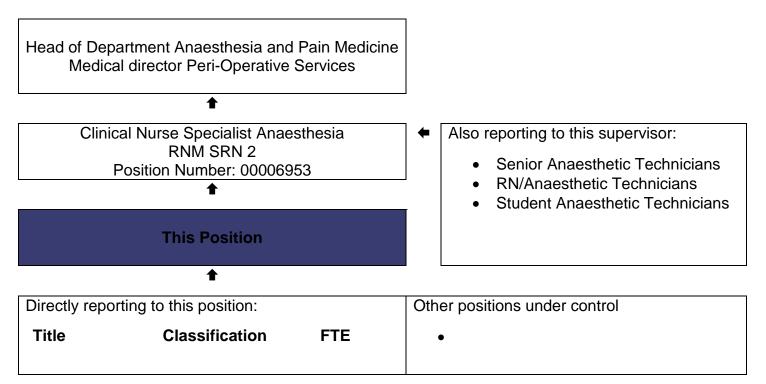
**HSS registered** 

# **Anaesthetic Technician**

## Health Salaried Officers Agreement: HSO Level G3/4

Position Number: 00006952 Department of Anaesthesia, Peri-operative Services King Edward Memorial Hospital

#### **Reporting Relationships**



#### **Prime Function / Key Responsibilities**

Provides assistance to the Anaesthetist for patients receiving anaesthesia for elective and emergency procedures. Assists the anaesthetist as part of the resuscitation team in clinical areas outside the peri-operative setting. Responsible for the checking and maintenance of appropriate equipment.

# Brief Summary of Duties (in order of importance)

# 1. Clinical and Technical Role (90% breakdown)

- 1.1 Provides clinical and technical support to the anaesthetist during induction, maintenance and emergence from anaesthesia and assist in the resuscitation of the patient in an emergency situation, within the peri-operative area.
- 1.2 Provides clinical and technical support to the anaesthetist as part of the resuscitation team in clinical areas outside the peri-operative setting when required.
- 1.3 Assists the anaesthetists with any inter hospital transfers of patients as required.
- 1.4 Ensures the provision and availability of all medications and intravenous fluids during anaesthesia.
- 1.5 Participates in patient care with transferring and positioning of patients.
- 1.6 Communicates and reassures the patients prior to commencement of anaesthesia.
- 1.7 Sets up and operates diagnostic equipment and participate in equipment evaluation.
- 1.8 Retrieves, identifies and dispenses blood products and specimens.
- 1.9 Decontaminates and stores equipment and ensures anaesthetic areas are clean and restocked.
- 1.10 Identifies patient monitoring and hardware needs and prepares test and calibrate equipment.
- 1.11 Carries out documented policy and procedure to receive patients prior to surgical procedures.
- 1.12 Completes Anaesthetic department drug calculation course following training period, and apply for Poisons Permit on an annual basis

# 2. Administration, Education and Research (5% breakdown)

- 2.1 Assists in the coordination of Anaesthetic Technician daily duties.
- 2.2 Acts as staff mentor as required.
- 2.3 Ensures own professional knowledge and development by attending training and education programs, excluding hospital mandatory educational requirements.
- 2.4 Participates in and contribute to the development of self and other staff by attending training and education workshops/conferences and educational days.

## 3. NMHS Governance, Safety and Quality Requirements (5%breakdown)

- 3.1 Participates in the maintenance of a safe work environment
- 3.2 Supports the delivery of safe patient care and the consumers` experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.3 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.4 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.5 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 3.6 Participates in annual performance development review

## 4. Undertakes other duties as directed.

# Anaesthetic Technician | HSO Level G3/4 | 00006952

# **Work Related Requirements**

#### **Essential Selection Criteria**

- 1. Associate Diploma of Health (Anaesthetic and Operating Theatre Technician) or equivalent.
- 2. Ability to set up and calibrate anaesthetic, monitoring and any associated anaesthetic equipment as required.
- 3. Ability to organise and co-ordinate the effective utilisation of anaesthetic equipment.
- 4. Demonstrated communication and inter personal skills.
- 5. Demonstrated organisational and time management skills.
- 6. Ability to work independently or as a cohesive member of a multi-disciplinary team.
- 7. Commitment to achieve drug calculation competencies and apply for a Poisons Permit annually.
- 8. Understanding of and commitment to quality improvement principles.

#### **Desirable Selection Criteria**

- 1. Relevant experience working as an anaesthetic technician.
- 2. Member of a relevant professional body representing Anaesthetic Technicians that provides opportunities to maintain professional development.
- 3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

#### Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- 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

#### Dept./Division Head

Name: Linda Long Signature/HE:13113 Date: 12<sup>th</sup> Sept 2016 Name:Dr. J.Salter Signature/HE13862: Date: **Position Occupant** 

Name: Signature/HE: Date: