



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

Head of Department Anaesthesia and Pain Medicine
Medical director Peri-Operative Services



Clinical Nurse Specialist Anaesthesia
RNM SRN 2
Position Number: 00006953



This Position



Also reporting to this supervisor:

- Senior Anaesthetic Technicians
- RN/Anaesthetic Technicians
- Student Anaesthetic Technicians

Directly reporting to this position:

Title	Classification	FTE
-------	----------------	-----

Other positions under control

•

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.

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

Name: Linda Long
Signature/HE:13113
Date: 12th Sept 2016

Dept./Division Head

Name:Dr. J.Salter
Signature/HE13862:
Date:

Position Occupant

Name:
Signature/HE:
Date: