



HSS Registered

### Senior Anaesthetic Technician Co-ordinator

**Health Salaried Officers Agreement: HSO Level G5**

**Position Number: 114436**

**Anaesthesia and Pain Medicine**

**Fiona Stanley Fremantle Hospitals Group / South Metropolitan Health Service**

#### Reporting Relationships

Head of Department Anaesthesia  
MP  
Position Number: 113389



Anaesthetic Technician Manager  
HSO Level G6  
Position Number: 114316



**Senior Anaesthetic Technician Co-ordinator**



Directly reporting to this position:

Title	Classification	FTE
• Anaesthetic Technician	HSO; Level 3/4	

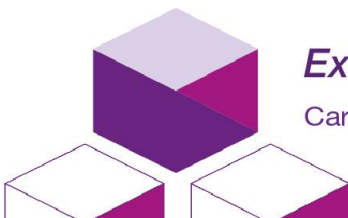


Also reporting to this supervisor:

- Senior Anaesthetic Technician Co-ordinator; Level 5; FTE 7
- Senior Anaesthetic Technician Education; Level 5; FTE 1.5

#### Key Responsibilities

Co-ordinate daily duties and allocations of Anaesthetic Technicians and assist with staff rostering. Assist in the implementation of teaching programs for Anaesthetic Technicians.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## Brief Summary of Duties

### 1. Administration, Education and Research

- 1.1 Co-ordinate daily duties allocate Anaesthetic Technicians and assist with staff rostering.
- 1.2 Co-ordinate provision of specialised services involving complex procedures or equipment.
- 1.3 Undertake staff performance appraisals and mentor staff.
- 1.4 Assist in the recruitment of staff across the FSFHG.
- 1.5 Ensure own professional knowledge and development by attending training and education.
- 1.6 Under the guidance of Senior Anaesthetic Technician Educator, implement ongoing anaesthesia education for theatre personnel.
- 1.7 Assist the development, training and education of Anaesthetic Technician students.
- 1.8 Contribute to the trialling of new equipment and techniques.
- 1.9 Facilitate and assist with clinical trials and development

### 2. Clinical

- 2.1 Provide technical and clinical support to the Anaesthetist during induction, maintenance and emergence from anaesthesia and assist with resuscitation of the patient in emergencies.
- 2.2 Identify and provide anaesthetic and ancillary equipment for the safe administration of anaesthesia and dispose of and restock equipment.
- 2.3 Provide equipment, consumables, drugs and IV fluids for anaesthesia.
- 2.4 Participate in patient care with transferring and positioning the patient.
- 2.5 Retrieve, identify and dispense blood products and specimens.
- 2.6 Decontaminate and store equipment and ensure anaesthetic areas are clean and stocked.
- 2.7 Identify patient monitoring and hardware needs and prepare, test and calibrate equipment.
- 2.8 Communicate with and reassure patients.
- 2.9 Attend on call service and shifts across the FSFHG.
- 2.10 Provide cell salvage services.
- 2.11 Provide Intra-Aortic Balloon Pump (IABP) operator service

### 3. Quality Assurance

- 3.1 Participate in and support quality improvement programs.
- 3.2 Undertake annual certification or assessments.
- 3.3 Contribute to the preparation of protocols and procedures.
- 3.4 Assist Anaesthetic Technician Manager in maintaining a quality assurance program.

### 4. SMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 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.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 5. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Diploma of Anaesthetic Technology or equivalent.
2. Proven extensive experience as an Anaesthetic Technician with sound knowledge of anaesthetic equipment and techniques.
3. Team leadership skills and experience in coordinating staff levels.
4. Well-developed communication and interpersonal skills and demonstrated ability to work in a multidisciplinary team.
5. Demonstrate well developed time management and organisational skills.
6. Experience in teaching, monitoring and precepting new staff.
7. 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. Cert IV in Training and Assessment, or recognised management qualification.
2. Competent in use of cell salvage and Intra-Aortic balloon pump (IABP).
3. Demonstrated commitment to ongoing professional development.

### Appointment Prerequisites

Appointment is subject to:

- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Provision of the minimum identity proofing requirements.
- 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.

**Brenda Borton**

**He82305**

Manager / Supervisor Name

Signature or

HE Number

Date

Dept. / Division Head Name

Signature or

HE Number

Date

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

Occupant Name

Signature or

HE Number

Date

Effective Date 12/07/2018

HSS Registration Details (to be completed by HSS)

Created on

Last Updated on

September 2020