



North Metropolitan Health Service  
**Job Description Form**

**HSS REGISTERED**

**Senior Anaesthetic Technician**

**Health Salaried Officers Agreement: G-5**

**Position Number: 003730**

**Department of Anaesthesia - Surgical Division**

**Sir Charles Gairdner Hospital**

**Reporting Relationships**

Head of Department  
 Anaesthesia



Chief Anaesthetic Technician  
 HSO G-6



**This Position**



Also reporting to this supervisor:

- Senior Anaesthetic Technician (Training)

Directly reporting to this position:

Title	Classification	FTE
Anaesthetic Technician G-3/4		40

Other positions under control

- Nil

**Prime Function / Key Responsibilities**

Provides leadership of the Anaesthetic Technician team in the provision of technical and clinical support to the Anaesthetist during induction, maintenance and emergence from anaesthesia. Contribute to the planning, delivery and evaluation of Anaesthetic Technician duties, and education as required. Provide technical, physical and supervisory support to Anaesthetic Technicians.

## **Brief Summary of Duties**

### **Clinical**

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. Identify and provide anaesthetic and ancillary equipment for the safe administration of anaesthesia and dispose of and restock equipment.
3. Ensure the provision and availability of all drugs and IV fluids during anaesthesia.
4. Participate in patient care with transferring and positioning the patient.
5. Communicate with and reassure the patient.
6. Operate diagnostic equipment and participate in equipment evaluation.
7. Retrieve, identify and dispense blood products and specimens.
8. Decontaminate and store equipment and ensure anaesthetic areas are clean and restocked.
9. Provide cell salvage service where suitably qualified.
10. Participates in a 24/7 roster including night duty if directed and the departments on call Rosters

### **Administrative, Education and Research**

1. Coordinates the allocation of Anaesthetic Technicians
2. Undertakes staff performance management and mentoring of staff.
3. Participates in the recruitment and selection of Anaesthetic Technicians.
4. Assist with anaesthetic coverage and allocation of anaesthetic equipment to other teaching Hospitals.
5. Assist with coordinating the provision of specialised services which involve complex Procedures or equipment.
6. Participates in trialling, evaluating and training in new equipment and techniques.
7. Facilitate and assist with clinical trials.
8. Coordinate ongoing Anaesthesia education for Trainee Anaesthetic Technicians, Student Nurses and Graduate Anaesthetic Technicians,
9. Ensure appropriate Anaesthetic documentation is completed as required.
10. Ensure own professional knowledge and development by attending training and education programs.
11. Responsible for the handling of controlled substances as per Hospital and department policy.
12. Maintain and order non-impresst items as required.
13. Input of TMS data as required.

### **NMHS Governance, Safety and Quality Requirements**

1. Ensures the provision of a safe working environment in consultation with staff under their supervision.
2. Participates in an annual performance development review and undertakes performance development review of staff under supervision.
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. Completes mandatory training (including safety and quality training) as relevant to role.
5. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental Program specific policies and procedures.
6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act

**Undertakes other duties as directed by the Chief Anaesthetic Technician and or/HOD.**

## **Work Related Requirements**

### **Essential Selection Criteria**

1. Certificate IV Medical Technicians and Assistants - Anaesthetics or recognised equivalent.
2. Demonstrated leadership consistent with organisational values, behaviours and code of conduct.
3. Extensive experience as an Anaesthetic Technician with advanced knowledge of anaesthetic equipment and clinical practice.
4. Well-developed communication and interpersonal skills and demonstrated ability to work effectively as a member of a multidisciplinary team.
5. Well-developed time management and organisational skills.
6. Experience in teaching, mentoring, and orientating 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. Certificate IV Training and Assessment, Workplace Trainer or recognised equivalent.
2. Eligible for membership to the Australasian Society of Anaesthesia Paramedical Officers.
3. Current Senior First Aid and/or Immediate Life Support Certificate or equivalent
4. Auto transfusion Certificate or recognised equivalent in cell saving.
5. Team leadership skills and experience in coordinating staff levels.

### **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  
Date:

### **Dept./Division Head**

Name:  
Signature:  
Date:

### **Position Occupant**

Name:  
Signature:  
Date:

Last Updated on: July 2020

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