

## Position Description | Lead Anaesthetic Technician

### REPORTING

<b>Reports To</b>	Perioperative Services Manager
<b>Direct Reports</b>	None

### PURPOSE

The Lead Anaesthetic Technician will work as part of the Anaesthetic team to assist Anaesthetists and prepare operating theatres for anaesthetic procedures, as well as being responsible for managing all Anaesthetic equipment and specialist supplies.

Working alongside the Theatre Educator to support ongoing development for the Anaesthetic Technicians.

Contributing as a team member assisting in other roles as required within the theatre environment.

This role will have no staffing responsibilities.

### SKILLS

#### Essential Skills

- Registered Anaesthetic Technician with current practicing certificate with a minimum of 3 years' experience
- Able to communicate effectively with all staff, patients and patient families or caregivers
- Strong written/oral communication skills
- Dedicated team player with a willingness to learn new skills
- Good time management skills and ability to prioritise
- Ability to maintain confidentiality at all times
- Excellent customer service skills
- Flexibility to work extra hours as required.

### KEY RELATIONSHIPS

<b>Internal</b>	<ul style="list-style-type: none"> <li>• Clinical Services Manager</li> <li>• Perioperative Services Manager</li> <li>• Theatre Coordinator</li> <li>• Other Clinical leads</li> <li>• Theatre Staff</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Anaesthetists</li> <li>• Equipment &amp; Medical Supply Representatives</li> <li>• Patients and their family/whanau</li> </ul>



## KEY ACCOUNTABILITIES

<p><b>Leadership</b></p>	<ul style="list-style-type: none"> <li>• Be the point of contact for Anaesthetic matters</li> <li>• Oversee Anaesthetic Equipment to ensure it is serviced and maintained as per manufacturer's recommendations and hospital policies.</li> <li>• Manage the Anaesthetic service in a cost effective manner.</li> <li>• Ensure all medical supplies and specialty equipment is available to meet demand</li> <li>• Communicate any concerns regarding equipment to the Theatre Coordinator and/or Perioperative Services Manager as appropriate.</li> <li>• Make recommendations to the Perioperative Services Manager on equipment purchases.</li> <li>• In conjunction with the CNE, organise training events for new equipment or procedures.</li> <li>• Support ongoing training and development of the Anaesthetic Technician and nursing workforce alongside the Theatre CNE.</li> <li>• Assist Perioperative Services Manager with recruitment as required</li> </ul>
<p><b>Delivers a High Standard of Anaesthetic Care</b></p>	<ul style="list-style-type: none"> <li>• Delivers a high standard of Anaesthetic care      Maintain Anaesthetic equipment in line with ANZCA guidelines</li> <li>• Provides support and assistance to the Anaesthetist during all aspects of the administration of Anaesthesia</li> <li>• Participates in patient checking, transfer and handover processes</li> <li>• To assist with patient turn around and other day-to-day activities as directed by the registered Nurse in Theatre</li> <li>• Ensures efficient and effective use of all consumables and ensures cost sheets are completed accurately</li> <li>• Works alongside other health professionals during peri-operative interventions</li> <li>• Provides support for safe transportation of patients within the hospital environment</li> <li>• Ensures all documentation is completed accurately during intra-op period.</li> </ul>
<p><b>Health and Safety</b></p>	<ul style="list-style-type: none"> <li>• Maintain a safe and appropriate work environment, engage in safe workplace practices, and manage health and safety for reporting staff and others. Report accidents, risks and incidents as they arise.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Upholds and promotes the Company Values, House rules, policies and procedures.</li> <li>• Recognises and respects cultural differences and the application of Treaty of Waitangi principles.</li> <li>• Ensure compliance with the Privacy Act and Privacy policy.</li> <li>• Be proactive in recommending quality improvement initiatives.</li> <li>• In conjunction with the CNE, organise training events for new equipment or procedures.</li> <li>• Support ongoing training and development of the Anaesthetic Technician workforce alongside the Theatre CNE.</li> </ul>
<p><b>Personal Development</b></p>	<ul style="list-style-type: none"> <li>• Participates in the hospitals performance development process.</li> <li>• Keep up to date with developments in the field</li> </ul>

## DELEGATED AUTHORITIES

- None