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| Date | October 2016 |
| Position Title | Anaesthetic Technician |
| Division | Perioperative Services |
| Reports to | Clinical Nurse - Anaesthetics |

SECTION 1
Position Summary

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| <p>The Anaesthetic Technician is responsible for:</p> <ul style="list-style-type: none"> • Providing support and acting as the first assistant to the Anaesthetist including problem solving for optimum clinical care • Participating in total patient care during a patients perioperative episode including assisting with other patient related duties as required • Maintaining all anaesthetic equipment according to Department Policies and Procedures and Manufacturer guidelines • In consultation with the POSC & CN - Anaesthetics ensure supplies and equipment are available and in working order • Working effectively with the team to manage risk • Working collaboratively with colleagues to achieve agreed targets for the Business Unit contributing to the achievement of overall strategic objectives of the Organisation |
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SECTION 2
Key Working Relationships

| INTERNAL | EXTERNAL |
|-------------------------------------------------|---------------------------|
| Executive Manager Clinical and Support Services | Suppliers and contractors |
| Coordinator Perioperative Services | Clinicians |
| CSSD team | Patients |
| Operating Theatre staff | |
| Clinical Nurses | |
| Registered Nurses | |
| All staff | |

SECTION 3

KEY RESULT AREAS (KRAs) and KEY PERFORMANCE INDICATORS (KPIs)

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| <p>KRA DEMONSTRATE THE BETHESDA VALUES</p> <p>Work displaying the values of teamwork, respect, integrity, compassion, excellence and professionalism.</p> | |
| <p>Behavioural Descriptors</p> | <p>KPI</p> |
| <ul style="list-style-type: none"> ▪ Adhere to the Bethesda values and consistently behave in an honest and ethical way. ▪ Operates in a professional manner when representing the work area in internal forums ▪ Recognise difference in people ▪ Treat people with respect and dignity ▪ Provide prompt courteous and effective service to internal and external customers ▪ Provides accurate advice to colleagues and customers; checks and confirms the accuracy of information prior to release. ▪ Demonstrate appropriate confidentiality and duty of care ▪ Commits energy and drive to seek that tasks are achieved accurately. ▪ Support a positive working environment ▪ Understand and operate within legislative, policy and regulatory frameworks ▪ Take personal responsibility for accurate completion of work and seek guidance when required. ▪ Seek and participate in ongoing performance, feedback, management and development; ▪ Communication strengths and weakness to identify and seek self development opportunities | <ul style="list-style-type: none"> • Clear demonstration of Bethesda values in day-to-day work relationships • Active participation in staff meetings |
| <p>KRA IMPLEMENT THE VISION AND INNOVATION</p> <p>Build awareness of the Hospital's goals and identify, implement and communicate solutions and improvement opportunities to ensure achievement of the goals.</p> <p>Support organisational change initiatives through adaptability, facilitation and/or leadership</p> | |
| <ul style="list-style-type: none"> ▪ Understand and support the Hospital's Vision, Mission and business objectives ▪ Recognise how role contributes to the achievement or organisation goals ▪ Take time to learn about other areas of the organisation and issues that may affect the business unit ▪ Follow direction provided by supervisor and communicate it to others; understand relationship between business priorities and specific tasks ▪ Actively participate in team decision making and incorporate outcomes into work plans ▪ Identify issues and problems that may impact on own work objectives and suggest solutions ▪ Draws on information and appropriate sources; think and plan ahead | <ul style="list-style-type: none"> • Assist delivering the Hospital's Mission and Vision • Improvement ideas implemented • Active involvement in planned change tasks |

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| | <ul style="list-style-type: none"> • Timely reporting of risk and safety indicators |
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SECTION 4
Authority Levels

The Anaesthetic Technician, reports to Clinical Nurse - Anaesthetics and functions within the guidelines of the Organisation's Policy and Procedures and Mission, Vision and Values.

SECTION 5
Selection Criteria

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| Qualifications |
| <p>Essential</p> <ul style="list-style-type: none"> ▪ Current Police Check and Working with Children Check ▪ Certificate IV in Operating Theatre Technical Support or Anaesthetic and/or Operating Room Technician Diploma (Royal Perth Hospital or equivalent) <p>Desirable</p> <ul style="list-style-type: none"> ▪ Extensive clinical experience in a tertiary institution or acute private hospital setting |
| Knowledge |
| <p>Essential</p> <ul style="list-style-type: none"> ▪ Knowledge of OSH legislation and requirements ▪ EEO practices and principles <p>Desirable</p> <ul style="list-style-type: none"> ▪ Quality improvement and risk management processes |
| Skills |
| <p>Essential</p> <ul style="list-style-type: none"> ▪ Demonstrated competence in a specialised function - anaesthetics. ▪ Demonstrated ability to work without direct supervision and in less stable conditions with ability to problem solve or seek help from appropriate resource ▪ Knowledge of standards of practice relevant to patient positioning ▪ Ability to implement the care plan / care path under the direction of a registered Nurse ▪ Ability to monitor and evaluate patient care under the direction of a Registered Nurse ▪ Well developed written and verbal communication skills ▪ Well developed organisation and time management skills <p>Desirable</p> <ul style="list-style-type: none"> ▪ Basic keyboard and computer skills |
| Experience |

Essential

- Working in a health care environment
- Working effectively as part of a team while organising own time and work processes to meet deadlines
- Determining and exceeding customer expectations
- Building and sustaining relationships with colleagues and customers

SECTION 6
Acceptance of Position Description

Anaesthetic Technician _____
Date

Executive Manager Clinical and Support Services _____
Date