

Position Description

Employment Agreement:	Allied, Public Health and Technical MECA
Position Title:	Charge Anaesthetic Technician
Service & Directorate:	Perioperative, Surgical & Radiology
Location:	Dunedin
Reports to:	Service Manager Perioperative and ICU
DHB Delegation Level:	5
Number of direct reports:	Anaesthetic Technicians, Anaesthetic Technician Coordinator, Anaesthetic Technician Clinical Educator, Trainees
Date:	September 2021

Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing
 We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
<i>Looking after our people:</i> We respect and support each other. Our hospitality and kindness foster better care.	<i>Being sincere:</i> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<i>Best action:</i> We are thoughtful, bring a positive attitude and are always looking to do things better.	<i>As family:</i> We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our statutory purpose

To improve, promote and protect the health of our population
 Promote the integration of health services across primary and secondary care services
 Seek the optimum arrangement for the most effective and efficient delivery of health services
 Promote effective care or support for those in need of personal health or disability support services
 Promote the inclusion and participation in society and the independence of people with disabilities
 Reduce health disparities by improving health outcomes for Māori and other population groups
 Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
 Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE
<p>To provide operational leadership, coordination, and planning to Anaesthetic Technician service. You will ensure efficient, effective, and safe service delivery within available resources and organisational standards. You will always role model and foster excellence in quality practice standards and professional conduct.</p> <p>You will take responsibility for ensuring the smooth delivery of the Anaesthetic Technician operational functions. This will include financial management, human resource management, quality and risk management, audit, and other service delivery improvements.</p> <p>You will collaborate with other teams and/or services on the allocation of staff resources. This requires a strong understanding of service specifications, legislation, clinical roles, and clinical protocols.</p> <p>You may be required to provide direct clinical care as appropriate and if required.</p> <p>You will work in partnership with the Professional Leader to maintain oversight of credentialing, maintain links with tertiary education provider and enable professionals to work to the top of their scope. You will work in partnership with Clinical Educator to foster a teaching and learning culture.</p>

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets firsthand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Managing Diversity	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all
Management Competencies	
Decision Quality	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement; most if his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions
Process Management	Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient workflow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes
Interpersonal Savvy	Relates well to all kinds of people, up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably
Motivating Others	Creates a climate in which people want to do their best; can motivate many kinds of direct reports and team or project members; can assess each person and get the best out of him/her; pushes tasks and decisions down; empowers others; invites input from each person and shares ownership and visibility; makes everyone feel his/her work is important; is someone people like working for and with.

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> Anaesthetic Technician Coordinator 	<ul style="list-style-type: none"> Clients, patients, families, whanau and caregivers

<ul style="list-style-type: none"> Anaesthetic Technician Clinical Educator Anaesthetic Technician Professional Leader Service Manager Perioperative and ICU Leaders – Perioperative Clinical Leaders, Allied Health Scientific, and Technical Professional Leaders AHST Professional Development Facilitator Administration staff Clinical Engineering Directorate and Executive leadership teams 	<ul style="list-style-type: none"> Tertiary training institutions (Universities) - Auckland University of Technology (AUT) Relevant professional organisations - New Zealand Anaesthetic Technicians Society (NZATS); Medical Sciences Council Other service providers Relevant external services/ organisations/ stakeholders Other District Health Boards Unions
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CHARGE ANAESTHETIC TECHNICIAN PERSON SPECIFICATION

This role provides onsite clinical leadership and operational management to the Anaesthetic Technician service. Ensuring clinical activity is delivered in a safe and ethical manner. This role will partner with key roles within the perioperative service to optimise patient care.

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> New Zealand Registered Anaesthetic Technician Current Annual Practising Certificate 	<ul style="list-style-type: none"> Post graduate qualification
Experience	<ul style="list-style-type: none"> Recent clinical experience Credibility as an Anaesthetic Technician A commitment to the development of the Anaesthetic Technician profession Experience in problem solving, priority setting, and planning Proven clinical leadership skills 	<ul style="list-style-type: none"> Over 5 years clinical experience Management experience Leading and facilitating a professional team
Knowledge and Skills	<ul style="list-style-type: none"> Understands the roles of Anaesthetic Technicians and Trainees within clinical area of practice Ability to utilise the specialist knowledge base of the team A working knowledge of ANZCA Standards, PS8 (2003) Working knowledge of Microsoft Office suite; computer savvy 	
Personal Qualities	<ul style="list-style-type: none"> Highly organised Open to feedback Ability to quickly assess and solve problems Well-developed interpersonal and communication skills Ability to lead, facilitate and coach a professional team effectively Ability to self-evaluate and reflect on practice Highly motivated and able to work in a stressful environment, maintaining high standards at all times A commitment to cultural awareness and its application to Anaesthetic Technician practice 	

KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
Clinical Leadership and Management	
Provide day to day clinical leadership and operational support to the team	<ul style="list-style-type: none"> Caseload management is optimised Workflow is planned CAPEX is planned

<p>Utilise the appropriate computer systems to ensure that payroll and financial information is maintained</p>	<ul style="list-style-type: none"> • Completion and authorisation of timesheets • Completion and authorisation of Oracle Financials
<p>Communication</p>	<ul style="list-style-type: none"> • To listen to concerns of staff and resolve without the need to escalate to the Service Manager • Communicate regularly with leaders of associated teams
<p>Deployment of staff</p>	<ul style="list-style-type: none"> • Direct day to day deployment of staff as required using skill mix and clinical experience of the team • Requests to services are appropriately responded to
<p>Leave Management</p>	<ul style="list-style-type: none"> • Approve leave for staff while ensuring appropriate staffing levels are maintained to support service delivery
<p>Clinical Advice</p>	<ul style="list-style-type: none"> • Source of clinical advice, support, and guidance to the team • Ensure appropriate and timely consultation with the wider clinical team on clinical issues • Completes Safety 1st investigations
<p>Rostering</p>	<ul style="list-style-type: none"> • Ensure accuracy and timeliness in rostering and payroll transactions in compliance with SDHB rostering standards
<p>Equipment</p>	<ul style="list-style-type: none"> • Facilitate trialling of new equipment/consumables • Foster the development of a cohesive team that works collaboratively to achieve optimal patient / service outcomes
<p>Represents the team</p>	<ul style="list-style-type: none"> • Represents the clinical team, and where requested service at relevant department, clinical and team meetings • Leads and facilitates meetings as required
<p>Recruitment and Retention</p>	<ul style="list-style-type: none"> • Works in collaboration with Service Manager and Professional Leader to identify future workforce needs – recruitment, succession planning and career development • Monitors resources and coordinates management of locums
<p>Performance</p>	<ul style="list-style-type: none"> • Escalate any clinical practice concerns that cannot be resolved to the Service Manager • In partnership with the Professional Leader support remedial performance/competency improvement processes
<p>Strategic</p>	<ul style="list-style-type: none"> • Maintain knowledge of current and emerging strategic priorities for the anaesthetic and surgical services
<p>Teaching & Learning</p>	
<p>Clinical orientation</p> <ul style="list-style-type: none"> • Facilitate training and orientation of staff • Support the local provision of high-quality education and support for staff <p>Learning</p> <ul style="list-style-type: none"> • Leads and fosters a learning environment for the team • Supports Anaesthetic Technician Clinical Educator(s) role 	<ul style="list-style-type: none"> • Oversees orientation of new staff • Encourages a culture of continuous learning, positive critique of the status quo
<p>Service Improvement and Research</p>	
<p>Service Improvement</p>	<ul style="list-style-type: none"> • Lead and facilitate initiatives

<ul style="list-style-type: none"> Promote excellence in clinical service provision through the sharing of new knowledge, ideas, and research Encourage innovation and practice initiatives that enhance clinical care or service provision <p>Evidence-based practice and research</p> <ul style="list-style-type: none"> Consistently refer to and relate practice to literature and research Critique, discuss and disseminate evidence based best practice Reflect on and evaluate the effectiveness of own practice <p>Working in a collegial manner</p> <ul style="list-style-type: none"> Contribute to the support and education of colleagues and trainees/students to enhance development of the profession Participate in and contribute to the functioning of the team Establish and maintain an effective working relationship with other staff 	<ul style="list-style-type: none"> Facilitates the development of clinical leadership as appropriate Identify and facilitate projects to improve efficiency and effectiveness of service provision <ul style="list-style-type: none"> Implement evidence-based best practice procedures and guidelines You update your knowledge related to best practice guidelines and area of practice You maintain a professional portfolio or participate in an approved CPD programme (as per professional requirements) You have formal and informal systems in place for supporting colleagues <ul style="list-style-type: none"> You participate as a team member to ensure the best outcomes for patients/ people Facilitates a patient focused service within the team
Clinical Practice	
<ul style="list-style-type: none"> Provide oversight of staff that are working to ensure they have a suitable level of competence for practice as per requirements of the relevant registration bodies Oversee systems to monitor professional standards of all staff Support the process for staff to have a professional development plan and annual appraisal 	<ul style="list-style-type: none"> Evidence of overseeing credentialing processes Professional Development plans and annual appraisals in place There is a high standard of clinical expertise
Professional Development – self	
Identify areas for personal and professional development.	<ul style="list-style-type: none"> Training and development goals are identified/agreed with your manager Performance objectives reviewed annually with your manager You actively seek feedback; reflect and accept constructive feedback
Quality and Risk	
<ul style="list-style-type: none"> Participate in quality improvement initiatives in conjunction with the Service Manager Work collaboratively with Occupational Health, Quality and Risk and Infection Control to maintain organisational standards 	<ul style="list-style-type: none"> Liaise with appropriate Quality staff to monitor quality/risk Maintain professional and organisational quality standards Delivered work is planned and implemented consistently against quality standards Continually seek quality improvement opportunities to perform role in an effective and efficient manner
Relationship Management	
<ul style="list-style-type: none"> Establish and maintain strong and effective relationships with stakeholders and the wider DHB staff and community 	<ul style="list-style-type: none"> Ensure all relationships work to the benefits of the DHB's strategic intent and in the best interests of patients and other stakeholders.
Health and Safety	
<ul style="list-style-type: none"> Participate in and contribute to the maintenance of a safe and healthy working 	Manage all health and safety issues proactively

<p>environment. Ensure the implementation complies with and addresses all Infection control risks and complies with the DHB and legislative Health and Safety practice</p> <ul style="list-style-type: none"> • Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems. 	<ul style="list-style-type: none"> • Understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures. • You actively encourage and challenge your peers to work in a safe manner. • Effort is made to always strive for best practice in Health and Safety
<p>Living Southern DHB Values</p>	
<ul style="list-style-type: none"> • Proactively demonstrating Southern DHB values in all aspects of the role. 	<ul style="list-style-type: none"> • Demonstrates behaviours that we want to see from each other, at our best. • Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up. • Contributes positively to team and other initiatives that seek to improve patient and whanau experiences and/or staffs experience of working
<p>Other Duties</p>	
<ul style="list-style-type: none"> • Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience. 	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with SDHB processes and reflects best practice. • Research undertaken is robust and well considered.
<p>Professional Development – self</p>	
<ul style="list-style-type: none"> • Identifying areas for personal and professional development. 	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annual with your manager. • You actively seek feedback and accept constructive criticism.
<p>Treaty of Waitangi</p>	
<ul style="list-style-type: none"> • The principles of Te Tiriti, as articulated by the courts and the Waitangi Tribunal, underpin the Ministry's commitment to Te Tiriti. Tino rangatiratanga, Equity, Active protection, Options and Partnership will guide your interaction with others on a day to day basis. 	<ul style="list-style-type: none"> • Tino rangatiratanga - Providing for Māori self-determination and mana motuhake in the design, delivery and monitoring of health and disability services. • Equity - Being committed to achieving equitable health outcomes for Māori. • Active protection - Acting to the fullest extent practicable to achieve equitable health outcomes for Māori. This includes ensuring that the Crown, its agents and its Treaty partner under Te Tiriti are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity. • Options - Providing for and properly resourcing kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care. • Partnership - Working in partnership with Māori in the governance, design, delivery and monitoring of health and

	disability services – Māori must be co-designers, with the Crown, of the primary health system for Māori.
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Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date

