

## *Position Description: Anaesthetic Technician Coordinator*

Business area: Clinical  
 FTE: As per Conditions of Employment  
 Reports to: Perioperative Services Manager  
 Date: August 2022

### OUR VISION

To be an innovative centre of excellence,  
 where people choose to receive health care and people love to work.

### OUR GUIDING VALUES



#### *Position Objective:*

- To provide clinical leadership, monitor and mitigate risk, actively engage in quality initiatives and manage functioning of the ward to ensure delivery of safe effective patient focused care.
- To assist and work collaboratively with colleagues and promotion of clinical nursing professional standards
- To support the business objectives of the organisation.

#### *Functional Relationships:*

<b>Internal:</b>	<b>External:</b>
<ul style="list-style-type: none"> <li>Hospital Manager</li> <li>Patient Care Manager</li> <li>Quality Manager</li> <li>Hospital Coordinators</li> <li>Infection Prevention and Control Coordinator</li> <li>Operating Theatre Staff</li> <li>All other St George's Hospital colleagues</li> </ul>	<ul style="list-style-type: none"> <li>Clinicians</li> <li>Allied Health Professionals</li> <li>Relevant associated groups</li> <li>Patients, their whānau and support persons</li> </ul>



## *Position Description: Anaesthetic Technician Coordinator*

### *Key Areas of Accountability:*

<b>Area of Accountability</b>	<b>Expected Results</b>
<p><b>Clinical Leadership</b> Role models clinical leadership by:</p>	<ul style="list-style-type: none"> <li>• Promoting patient-centered care that incorporates a strong customer service philosophy through effective and positive interactions with patients / whānau, clinicians and visitors.</li> <li>• Coordinating resources within the operating theatre and radiology dept based on the models of care framework to ensure the delivery of optimal nursing care.</li> <li>• Contributing to the delivery of integrated care by evaluating and promoting clinical pathways across the continuum of care.</li> <li>• Developing and enhancing business relationships with clinicians, their staff and key stakeholders.</li> <li>• Providing guidance for quality practice in accordance with accepted professional standards, codes, policies, and relevant legislation.</li> <li>• Managing emergency equipment, procedures, consumables, and pharmaceuticals in the operating theatre as per legislation and hospital policy</li> <li>• Provides direction and support for non-regulated team members and agency staff</li> <li>• Ensuring own and team members mandatory training is completed.</li> </ul>
<p><b>Operational management</b> Ensures optimum service delivery by:</p>	<ul style="list-style-type: none"> <li>• Coordinating safe, appropriate, efficient resources using the relevant systems and processes including</li> <li>• Liaises with relevant Anaesthetic Instrument Pool team and other parties re anaesthetic equipment requirements</li> <li>• Managing patient and whānau feedback effectively and escalating appropriately</li> </ul>
<p><b>Interpersonal Relationships/Leadership and Teamwork</b> Ensures effective interpersonal relationships and teamwork by:</p>	<ul style="list-style-type: none"> <li>• Promoting collaborative working relationships with clinicians and other hospital colleagues.</li> <li>• Promoting excellence within the team through the sharing of innovations and evidence-based practice,</li> <li>• Fostering the development of a cohesive team through personal leadership, effective communication, and role modelling St George's values: - <ul style="list-style-type: none"> <li>• Do the Right Thing</li> <li>• Aim for Excellence</li> <li>• Caring for All</li> <li>• Work Better Together.</li> </ul> </li> <li>• Contributing to hospital strategies for effective succession planning, recruitment, and retention.</li> </ul>
<p><b>Inter-professional Healthcare and Quality Improvement</b> Maintains and encourages quality improvement by:</p>	<ul style="list-style-type: none"> <li>• Reviewing and contributing to the development of policies and procedures.</li> <li>• Ensuring own availability to clinicians/allied health professionals and hospital colleagues to discuss quality of care delivery.</li> <li>• Actively participating in quality improvement.</li> <li>• Actively participating in adherence to and auditing of relevant standard</li> </ul>
<p><b>Professional Development</b> Demonstrates a commitment to personal and professional development and actively assists with teaching and training by:</p>	<ul style="list-style-type: none"> <li>• Maintaining professional standards and applying the standards of practice as required by the professional body and the hospital.</li> <li>• Encouraging a culture of continuous learning,</li> <li>• Overseeing clinical orientation and mentorship of the multidisciplinary team.</li> <li>• Adhering to all legislative requirements and St George's Hospital policies and procedures.</li> <li>• Actively participating in an annual performance review and goal setting</li> </ul>



## *Position Description: Anaesthetic Technician Coordinator*

<p><b>Organisational Culture</b></p> <p>Supports and promotes St George's within the community and with key internal and external stakeholders by:</p>	<ul style="list-style-type: none"> <li>• Creating a climate of collaboration, trust, and empowerment within the team</li> <li>• Understanding and promoting a customer focus across all groups (e.g., patients, whānau colleagues, and clinicians).</li> <li>• Maintaining confidentiality and privacy in respect to St George's operations, business, employees, clients, and patients.</li> </ul>
<p><b>Cultural safety and Te Tiriti o Waitangi</b></p> <p>Promotes cultural awareness within St George's Hospital</p>	<ul style="list-style-type: none"> <li>• Understands and has knowledge of the Te Tiriti o Waitangi and its implications for health.</li> <li>• Collaborates with colleagues regarding the integration of Te Tiriti o Waitangi principles of partnership, protection, participation, and self-determination with Māori.</li> <li>• Displays a willingness to work positively with organisational strategies to improve patient outcomes for Māori</li> <li>• Promotes an awareness of cultural differences amongst staff and patients (e.g., beliefs, gender, sexual orientation, or disability) and the impact that beliefs and values have on practice</li> </ul>
<p><b>Health &amp; Safety</b></p> <p>Ensures a safe working environment</p>	<ul style="list-style-type: none"> <li>• Champion, support, implement &amp; adhere to any reasonable instruction, policy procedure or initiative to allow St George's to comply with legislated Health and Safety at Work requirements</li> <li>• Promote a healthy &amp; safe working culture amongst the team</li> <li>• Ensures compliance with hospital security requirements and is vigilant in all matters of security.</li> <li>• Ensures all incidents are reported and investigated in a timely manner</li> </ul>
<p><b>Other Duties</b></p> <p>Completes other duties as requested by the Patient Care Manager by:</p>	<ul style="list-style-type: none"> <li>• Undertaking duties from time to time that may be in addition to those outlined above but which fall within expected capabilities and experience.</li> </ul>

### *Qualifications, Experience and Personal Qualities*

	<b>Essential</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Registered with Medical Sciences Council as an anaesthetic technician</li> <li>• Holds a current practicing certificate (NZMSC) with appropriate conditions</li> <li>• Holds a current portfolio (CPP or PDRP) or equivalent, appropriate to the role.</li> </ul>	
<b>Experience / Knowledge / skills</b>	<ul style="list-style-type: none"> <li>• Proven ability in anaesthetic assistant leadership</li> <li>• Has advanced communication skill including conflict resolution.</li> <li>• Innovative and flexible with positive and problem-solving approach in all situations.</li> <li>• Relevant extensive perioperative experience</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Integrity</li> <li>• Uses initiative</li> <li>• Is proactive, innovative and adaptable</li> <li>• Is self-directed and works well under pressure</li> <li>• Works well autonomously and as an effective team member</li> </ul>	



## ***Position Description: Anaesthetic Technician Coordinator***

*Agreed by:*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Colleague)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Hospital Manager