



Te Marae Ora (TMO) Ministry of Health
GOVERNMENT OF THE COOK ISLANDS

PO Box 109, Rarotonga Cook Islands Phone (682) 29664 Fax (682) 23109 www.health.gov.ck

POSITION SUMMARY

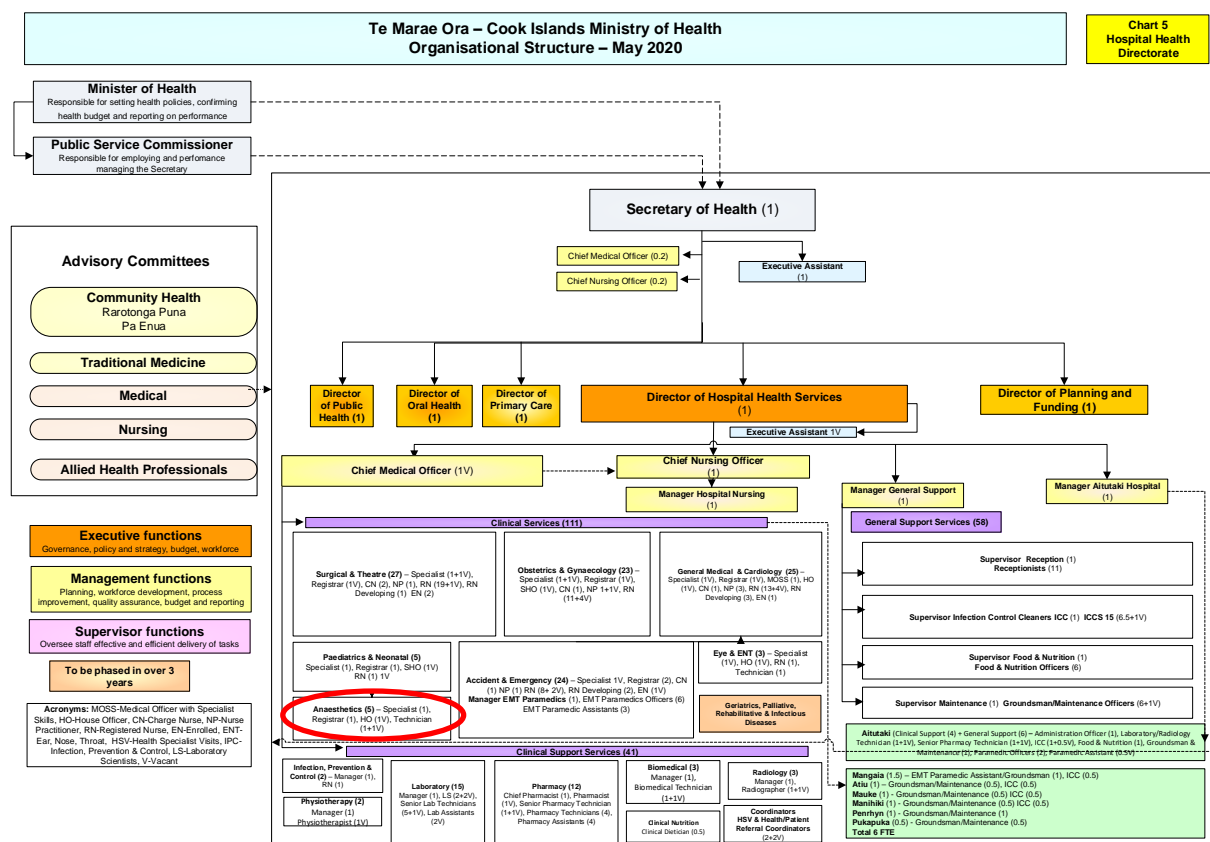
Job Title:	Anaesthetist Technician
Division:	Hospital Health
Responsible To:	Medical Specialist (Anaesthetist)
Responsible For:	Nil staff
Job Purpose:	This role provides a variety of technical and supportive patient care tasks to assist attending anaesthesiologists, residents and nurse anaesthetists in performing anaesthetic procedures for patients ranging from infancy to geriatrics. This role also performs routine duties to support the work of the Anaesthetist.
Job Classification:	F – O6 Technician II
Date updated:	May 2020

AGENCY VISION

Vision: All people living in the Cook Islands living healthier lives and achieving their aspirations.

Values: Respect, People focused, Equity, Quality, Integrity and Accountability

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6) Job Holder is accountable for:	Key Performance Indicators (SMART) Job holder is successful when:
<p>Operational excellence</p> <ul style="list-style-type: none"> • Responsible for the provision, cleaning, maintenance and proper technical functioning of essential anaesthesia machines, ventilators, and others types of anaesthesia equipment that is age specific, under the direction of the Anaesthetist. • Assist anaesthesia providers using aseptic or sterile technique with non-invasive and invasive patient procedures including peripheral and/or central intravenous and/or arterial line placement • Assist anaesthesia providers with physiological monitoring of patients notifying the anaesthesia provider(s) of abnormal changes in vital signs and/or physical appearance of the patient. • Provide daily and emergency supplies essential to the administration of safe anaesthesia • Maintain professional integrity by delivering functions in adherence with Government policies and legislation 	<ul style="list-style-type: none"> • Anaesthesia machines, monitors, and equipment are cleaned in accordance with established Infection Control procedures. • Equipment for scheduled procedures is supplied. • Monitoring devices are set up and calibrated for anaesthetising locations for indicated procedure. • Troubleshoot anaesthesia equipment malfunctions and send non-functional equipment to the proper department for repair. • Airway management techniques including mask, endotracheal and/or emergency methods and regional anaesthesia techniques. • Work closely with the materials management team to ensure orders for the Anaesthesia department has an acceptable level of supplies
<p>Quality care</p> <ul style="list-style-type: none"> • Ensure operating theatre equipment care and sterilising of instruments in accordance with sterilisation policies • Ensure patient laboratory tests and results and other point of care tests are provided in a timely manner • Ensure blood products, pharmaceuticals are prepared and delivered • Maintain immediate availability to assist in routine and emergency procedures 	<ul style="list-style-type: none"> • Operating equipment and instruments are sterilised in according with surgical sterilisation policies • Assist in the provisions of patients laboratory tests and results • Obtain blood products and pharmaceutical and prepare for delivery • Be available 24/7 to assist with routine and emergency procedures
<p>Patient care</p> <ul style="list-style-type: none"> • Ensure equipment needed is prepared for the patient to safely undergo anaesthesia • Ensure gas supplies and pressure delivery systems are functioning appropriately • Ensure intravenous drugs and therapy administration equipment is prepared in a timely manner • Assist the Anaesthetist with ensuring patient care after anaesthesia 	<ul style="list-style-type: none"> • Prepare a range of devices to maintain the patient's airway (e.g. laryngeal masks, endotracheal tube) • Communicating with patient when they arrive into the operating theatre, verifying the pre-operative checklist for allergies, informed consent and past medical history, facilitating completion of Surgical Safety Checklist • Applying Anaesthetics monitoring to help assess the patients' condition whilst under anaesthesia. • Patient is transferred to recovery room and patient information handed to the Nursing and ward staff.

<p>Teamwork</p> <ul style="list-style-type: none"> • Demonstrate the Public Service and TMO values and build positive team culture • Participate in relevant training and professional development opportunities • Contribute to the division's goals with great ideas and excellent performance • Complete performance appraisals in a timely manner • Continuously improve work performance • Monitor performance and always keep Manager informed of work progress • Perform other duties as required 	<ul style="list-style-type: none"> • Embrace Public Service and TMO values • Excellent performance • Division achieves its targets • Performance exceeds expectations • Always seeking and implementing better ways of doing work • Manager pleased with work performance • Service area and TMO functions effectively
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WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Being readily available 24/7 to do routinely scheduled or emergency Surgical cases
2	Utilise evidence-based critical thinking to improve clinical practice
3	Resolve internal conflict and external complaints in a professional and timely manner
4	Ensure protocols, guidelines and standards reflect modern clinical practice
5	Practice in a resource constrained environment with basic equipment for diagnosis

AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. *(Explain the authority if any)*

Financial	Nil
Staff	Nil
Contractual	Nil

FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. *(List the external and internal types of functional relationships)*

Internal	Nature of Contact	External	Nature of Contact
TMO Executive and Managers	Training, reporting, patient management <i>(Relating-Medium)</i>	Health Specialists	Training, services <i>(Interact/Serve)</i>
Clinicians, nurses, oral health, allied health, public health	Service delivery, patient referrals, patient management <i>(Liaising-Medium)</i>	Allied Health Council	Registration, review, investigation <i>(Incidental)</i>
Planning and Funding staff	Reporting, payroll <i>(Liaising-Medium)</i>		

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
<ul style="list-style-type: none"> • Diploma of Applied Science (Anaesthetic Technology) 	<ul style="list-style-type: none"> • Bachelor of Applied Science (Anaesthetic Technology) • Post Graduate Diploma in Anaesthetics

EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
<ul style="list-style-type: none">Minimum seven years' experience as an Anaesthetist Technician	<ul style="list-style-type: none">Over seven years' experience as an Anaesthetist Technician

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none">TMO legislation, regulations and policiesTMO clinical guidelines, protocols, standards and proceduresAdvanced strategic, analytical and innovative skills in dealing with complex health issues
Advanced	<ul style="list-style-type: none">Excellent understanding of clinical competencies and standardsUnderstanding of national and public service policies, plans and legislation: Health Act, Public Health Act, Medical and Dental Practices Act, MFEM Act, PS Act, PERCA Act and Official Information ActDisaster emergency response coordination skillsExcellent skills in managing complex health/ patient issues and referralsExcellent interpersonal and written communication skillsExcellent use of computer software and patient information systemsExcellent written and spoken English and Cook Islands MaoriAbility to work in multidisciplinary teams to learn and improveWilling to undertake continuous improvement
Working	<ul style="list-style-type: none">Able to articulate TMO's vision through service deliveryUp to date with population health trends and modern medicineStrong report writing abilityProficient user of Microsoft office and information systems
Awareness	<ul style="list-style-type: none">Political issues associated with health care in the countryPopulation health trends in the Cook IslandsClinical services provided in country

CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

Approved:

Secretary of Health

Date

Employee

Date