

## Position Description

<b>Position</b>	<b>Anaesthetic Technician, Perioperative Practitioner, Registered Nurse Anaesthetic Technician/Assistant, Anaesthetic Assistant.</b>
<b>Team / Service</b>	Perioperative Department
<b>Directorate</b>	Surgical Women's and Children's
<b>District</b>	Capital, Coast & Hutt Valley
<b>Responsible to</b>	Service Manager, Surgical Support
<b>Children's Act 2014</b>	This position is not children's worker, requires a safety check with Ministry of Justice vetting before commencing
<b>Location</b>	This position is expected to work from Hutt Hospital

## Te Whatu Ora

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

## Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary health care to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

## Te Tiriti o Waitangi and Māori Health Outcomes

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Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

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|------------------------|--|
| <b>Mana whakahaere</b> | Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.  |
| <b>Mana motuhake</b>   | Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori. |
| <b>Mana tāngata</b>    | Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.  |

**Mana Māori**      Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

## The Vision, Mission and Values from our District

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We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

### Hutt Valley

#### Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

#### Mission

Working together for health and wellbeing.

#### Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

### Capital and Coast

#### Vision

Keeping our community healthy and well

#### Mission

Together, Improve the Health and Independence of the People of the District

#### Value

Manaakitanga – Respect, caring, kindness  
Kotahitanga – Connection, unity, equity  
Rangatiratanga – Autonomy, integrity, excellence

## District Responsibility

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The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

## Perioperative Department Perspective

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Te Whatu Ora Hutt Valley serves a mainly urban population of around 140,000. Secondary care facilities are located at Hutt Hospital in Lower Hutt with around 270 beds. In addition, Hutt Hospital is the centre for five tertiary / regional and sub-regional services - Plastic, Maxillofacial and Burns Services; Rheumatology; School Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Hutt Hospital has an eight theatre Operating Suite. We are a dynamic and innovative provider of Plastic and Reconstructive Surgery involving multi-disciplinary teams; along with services for obstetrics and gynaecological, ENT, general, orthopaedics, dental, maxillofacial, and acute services. This is a fast-paced, quality driven, patient focused environment, with a dynamic team.

## Purpose of the role

- To assist in the provision of team focused perioperative care for patients undergoing surgery.
- Responsible for assisting the anaesthetist in the preparation, planning and implementations of anaesthesia.
- Surgery may be provided at Hutt Valley DHB or offsite.

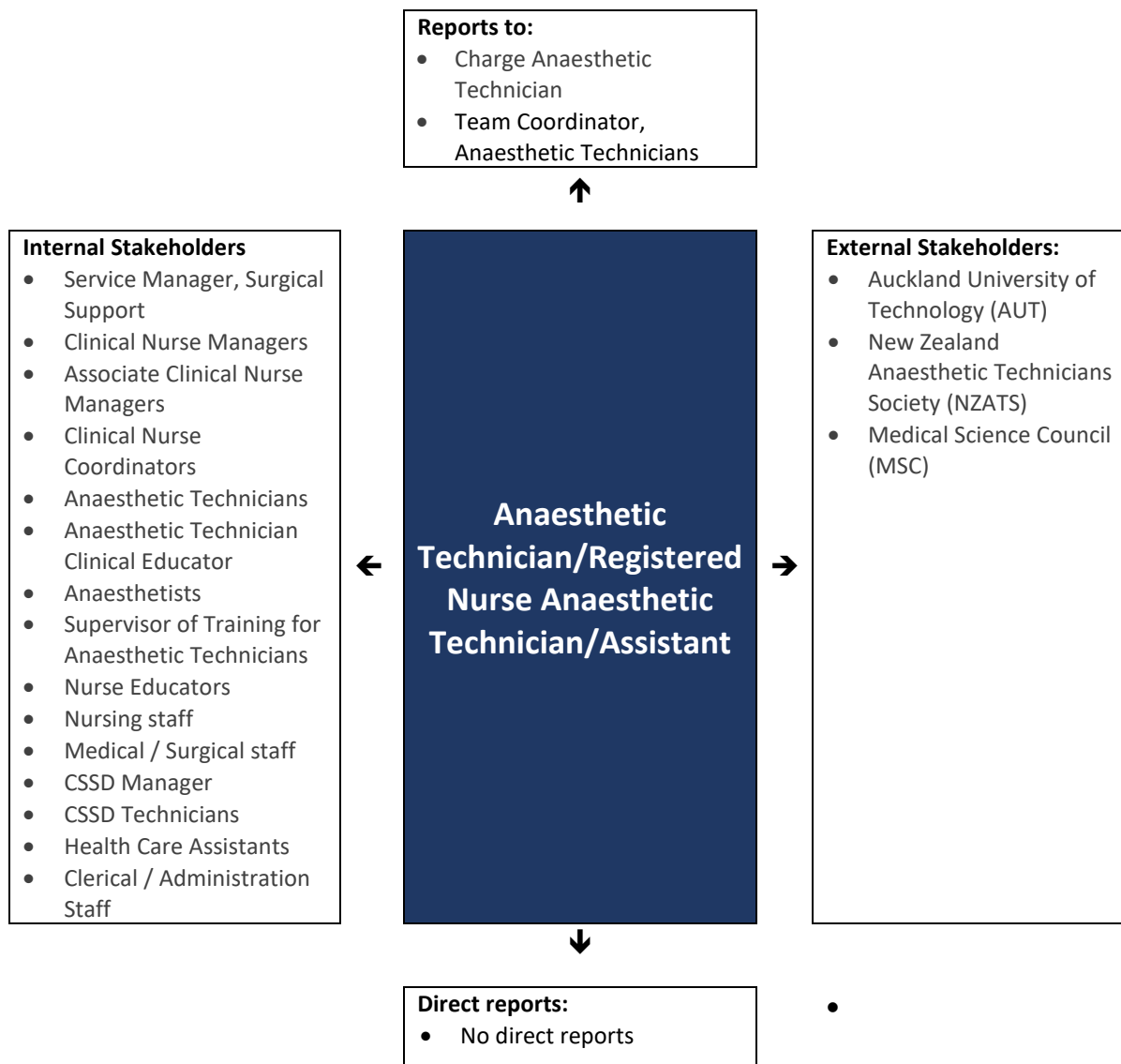
## Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
To ensure that perioperative interventions are safe and appropriate and to demonstrate professional accountability.	<ul style="list-style-type: none"><li>▪ Familiar with policies and guidelines.</li><li>▪ Provides clinical care in a manner consistent with established policy, procedural standards of Hutt Valley District Health Board.</li><li>▪ Assists in the implementation of quality standards, protocols and procedure manuals.</li><li>▪ Demonstrates preoperative admission process of the patients to the unit with evidence of individualised care.</li><li>▪ Proficiently maintains all perioperative documentation.</li><li>▪ Able to interpret data and advise relevant medical/nursing staff when appropriate.</li><li>▪ Practices within a medico-legal framework.</li></ul>
Demonstrates an ability to work as a member of a multidisciplinary team.	<ul style="list-style-type: none"><li>▪ Communicates in a professional manner with staff and ensures sharing of relevant information.</li><li>▪ Communicates clearly in written and verbal forms, accurately interpreting and relaying information.</li><li>▪ Demonstrates cultural sensitivity and responds to individual needs.</li><li>▪ Actively participates in quality processes within the service.</li><li>▪ Is aware of activity within the operating theatre and assists other professionals as necessary.</li><li>▪ Takes direction and gives input to level of knowledge</li><li>▪ Respects, listens too and values individual views.</li><li>▪ Actively participates in team meetings.</li></ul>
Practices competently as an Anaesthetic Technician/Registered Nurse Anaesthetic Technician at the appropriate level.	<ul style="list-style-type: none"><li>• Is able to set up all required equipment, instruments and consumables for an anaesthetic.</li><li>• Demonstrates competent handling of routine equipment in theatre</li><li>• Checks all equipment to ensure it is working correctly before the commencement of a procedure.</li><li>• Has knowledge of and maintains equipment, and knows what procedures to follow for servicing and repair of equipment</li><li>• Maintains IV competency as per HVDHB policy requirements.</li><li>• Completed NZ Resuscitation Council level 6 Qualification.</li></ul>

Key accountabilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> <li>Is able to competently assist the anaesthetist during the intraoperative period.</li> <li>Is competent in airway management.</li> <li>Has an awareness of aseptic technique and is able to assist the anaesthetist with invasive procedures (including arterial lines central lines, and regional anaesthesia).</li> <li>Is able to recognise emerging complications of anaesthesia and surgery and is able to respond appropriately.</li> <li>Able to access appropriate assistance where necessary.</li> </ul>
Will contribute to own self development	<ul style="list-style-type: none"> <li>Demonstrates a sound knowledge of perioperative and anaesthesia practice.</li> <li>Participates in in-service training.</li> <li>Participates in quality initiatives.</li> <li>Develops own awareness by reading and resourcing information.</li> <li>Is aware of own limitations and consults with others and seeks advice when appropriate.</li> </ul>
Meets ethical and legal parameters of perioperative practise.	<ul style="list-style-type: none"> <li>Demonstrates a clear understanding of the clinical risk factors as they pertain to perioperative practise.</li> <li>Works within Hutt Valley District Health Board's Policy and Guidelines, to manage and minimise risk.</li> <li>Adverse events are rare and dealt with according to company policy.</li> <li>Ethical standards and codes of conduct are complied with.</li> </ul>
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Quality Programme is instigated and maintained.	<ul style="list-style-type: none"> <li>Actively supports philosophy/goals of the team.</li> <li>Participates in quality improvements to team systems and practises.</li> <li>Quality initiatives are undertaken, including appropriate action to address issues.</li> <li>Procedure for customer complaint is adhered to.</li> <li>Consumer feedback is sought and acted upon.</li> </ul>
Treaty of Waitangi	<ul style="list-style-type: none"> <li>Service activity, development and implementation is undertaken in accordance with the provisions of the Treaty of Waitangi – partnership, protection and participation.</li> <li>Consultation is undertaken with appropriate Maori communities.</li> </ul>

## Key Relationships & Authorities



## Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
<b>Interpersonal Savvy</b>	<ul style="list-style-type: none"> <li>Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation</li> <li>Builds appropriate rapport</li> <li>Builds constructive and effective relationships</li> <li>Uses diplomacy and tact</li> <li>Can diffuse even high-tension situations comfortably</li> </ul>

Competency	Behaviours
<b>Organising</b>	<ul style="list-style-type: none"> <li>• Can marshal resources (people, funding, material, support) to get things done</li> <li>• Can orchestrate multiple activities at once to accomplish a goal</li> <li>• Uses resources effectively and efficiently</li> <li>• Arranges information and files in a useful manner</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>• Accurately scopes out length and difficulty of tasks and projects</li> <li>• Sets objectives and goals</li> <li>• Breaks down work into the process steps</li> <li>• Develops schedules and task/people assignments</li> <li>• Anticipates and adjusts for problems and roadblocks</li> <li>• Measures performance against goals</li> <li>• Evaluates results</li> </ul>
<b>Decision Quality</b>	<ul style="list-style-type: none"> <li>• Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement</li> <li>• Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time</li> <li>• Sought out by others for advice and solutions</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Uses rigorous logic and methods to solve difficult problems with effective solutions</li> <li>• Probes all fruitful sources for answers</li> <li>• Can see hidden problems'</li> <li>• Is excellent at honest analysis</li> <li>• Looks beyond the obvious and doesn't stop at the first answer</li> </ul>
<b>Quality &amp; Innovation</b>	<ul style="list-style-type: none"> <li>• Provides quality service to those who rely on one's work.</li> <li>• Looks for ways to improve work processes - suggests new ideas and approaches.</li> <li>• Explores and trials ideas and suggestions for improvement made by others.</li> <li>• Shows commitment to continuous learning and performance development.</li> </ul>
<b>Negotiating</b>	<ul style="list-style-type: none"> <li>• Can negotiate skilfully in tough situations with both internal and external groups;</li> <li>• Can settle differences with minimum noise;</li> <li>• Can win concessions without damaging relationships;</li> <li>• Can be both direct and forceful as well as diplomatic;</li> <li>• Gains trust quickly of other parties to the negotiations;</li> <li>• Has a good sense of timing</li> </ul>

## Experience and Capability

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### Essential qualifications, skills and experience

- New Zealand Advanced Certificate in Anaesthetic Technology and Certificate of Proficiency or Diploma in Applied Science for Anaesthetic Technicians (NZ)
- Graduate Certificate in Applied Science for Anaesthetic Technicians (NZ) or
- Recognised equivalent as approved by the Medical Science Council New Zealand.
- Experience and knowledge of anaesthetic practices
- Knowledge of the Anaesthetic Technicians/Registered Nurse Anaesthetic Technician Training curriculum
- Member of NZATS desirable.
- Current Annual Practising Certificate
- Qualified AUT Workplace Assessor/Preceptor desirable.

### Someone well-suited to the role will place a high value on the following:

- Ability to work autonomously as well as an effective team member
- Possess the vision and the ability to accommodate change
- Ability to work SMART by being innovative and proactive
- Accurate Keyboard and word processing skills

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**Ma tini, ma mano, ka rapa te whai**  
**By joining together we will succeed**

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.