

Position Description

Human Resources

Position Title:	Anaesthetics/Perfusion Technician – Anaesthetics department, Operating Suite (Provisional – Subject to Review)
Reports To:	Nursing Unit Manager of Department
Position Summary:	The Anaesthetics Technician role is to deliver direct patient care within the boundaries of education competencies and skills under the supervision of a Registered Nurse or Anaesthetist.
Qualifications/Key Selection Criteria	
Essential:	<ul style="list-style-type: none"> • Diploma of Paramedical Science or equivalent. • Relevant experience for the specialty unit. • Demonstrated ability in problem solving and communication • Good organisational skills • High degree of reliability and punctuality • Willingness to participate in continuing education for self
Desirable:	<ul style="list-style-type: none"> • Experience within the private health sector • Experience in perfusion.
Key Performance Criteria (e.g.: Leadership / Problem Solving / Conflict Resolution / Customer Service / Leadership / Administration)	
<p>a) Leadership</p> <ul style="list-style-type: none"> • Strong leadership skills, taking the initiative in resolving issues/problems • Problem solving in the position will relate primarily to stakeholder management, ensuring that multiple people with different agendas are working efficiently to the same end. • The occupant of this position will be expected to operate with limited guidance and will be expected to make a significant contribution to the development of strategy as well as its implementation. 	
<p>b) Customer Service</p> <ul style="list-style-type: none"> • Maintains good customer relations • Ensures competency • Service concerns are addressed in a timely manner • Motivated and committed contributor • Effective team-player 	
<p>c) Technical skills and application</p> <ul style="list-style-type: none"> • Demonstrates a satisfactory knowledge base for safe practice • Informs the Registered Nurse or Anaesthetist of any change in the patient's condition in carrying out duties • Does not extend duties beyond the job description and individual competency level • Clarifies unclear instructions and takes responsibility for own actions • Implements those aspects of the nursing care plan as delegated by the Registered Nurse • Delivers a safe standard of care as defined by nursing policy, standards and clinical protocols as directed by the Registered Nurse or Anaesthetist. • Records and communicates essential information to nursing colleagues, doctors and other health professionals • Ensures the economic and safe use of supplies, resources and equipment • Usage of the Macquarie University Hospital's IT systems is in line with the authorisation granted to this position – please refer to the IT policy for further information on access levels. 	

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<p>d) Personal and Professional Development</p> <ul style="list-style-type: none"> Continually develops both personally and professionally to meet the changing needs of career and industry Attends all mandatory training sessions provided by the Hospital and is actively involved in other training and development as required Actively participates in the Performance & Development Management process as required Evaluates own performance to identify strengths and areas where professional development can occur Assists staff in completing annual competency training Develops effective networking opportunities with other health professionals
<p>e) Teamwork and Communication</p> <ul style="list-style-type: none"> Practices according to the aims, objectives and core values of Macquarie University Hospital Demonstrates a willingness to work positively within a team to achieve team goals and the provision of excellence in care/service delivery Demonstrates and practices effective verbal, non-verbal and written communication skills and actively develops good listening skills Provides the opportunity for the development and growth of others
<p>f) Continuous Improvement</p> <ul style="list-style-type: none"> Demonstrates a commitment to quality improvement and takes an active role in the ISO Certification process to meet ISO9001 standards incorporating Core Standards for Safety and Quality. Initiates and contributes to quality activities Participates in and contributes to occupational health and safety activities to ensure a safe work environment for clients, community, staff and visitors Complies with each and every policy and procedure relevant to this position to ensure the effective and safe operation of the hospital and the welfare and interests of all employees. Complies with obligations under Section 30 of the Workplace Health and Safety Act (1995).
<p>g) Administration and Documentation</p> <ul style="list-style-type: none"> Ensures that all documentation is accurate and completed in a professional and timely manner Ensures incidences are reported accurately and in a timely manner Reviews and evaluates reported incidents and manages risk as per policy Evaluates performance in a planned and systematic way and seeks feedback from customers in relation to the service delivered by the unit.
<p>Key Performance Indicators</p>
<p>a) Demonstrated professional/positive behaviour</p>
<p>b) Successful yearly performance appraisal</p>
<p>c) Participates in ACHS self-assessment, periodic review and accreditation</p>
<p>d) Attends all yearly mandatory training competencies</p>

MACQUARIE UNIVERSITY HOSPITAL HR ONLY

Position No:	Author Title:	Author Name:	Date:	Approved By:	Approval Date:
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