

Position Description | Te whakaturanga ō mahi Health New Zealand | Te Whatu Ora

Title	Charge Anaesthetic Technician Manager		
Reports to	Nurse Manager - Perioperative Unit		
Location	Health New Zealand -Te Whatu Ora, Te Matau a Māui Hawke's Bay.		
Department	Perioperative Department		
Direct Reports	30 currently	Total FTE	1.0 - 80 hours per fortnight
Date	March 2025		
Job band (indicative)	As per APEX and Health NZ, Te Whatu Ora Anaesthetic Technicians Collective Employment Agreement		

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.

Te Mauri o Rongo – The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

Wairuatanga – working with heart, the strong sense of purpose and commitment to service

Rangatiratanga – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

Whanaungatanga – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

Te Korowai Āhuru – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

About the role

The role Charge Anaesthetic Technician Manager provides clinical, operational management and professional leadership for the Anaesthetic Technicians and the Anaesthetic Technician team. The role:

- Provides expert advice on clinical and technical matters as they pertain to anaesthetic technician functions, promoting efficiency, productivity, and patient safety.
- Promotes clinical excellence, evidence-based professional practice, and excellence in professional conduct.
- Responsible for financial and strategic planning.
- In the absence of a Professional Lead, provides workforce planning and other professional strategic activities.

This role will also provide direct clinical care as appropriate to the needs of the service.

Key Result Area	Expected Outcomes / Performance Indicators
Where the role has a clinical component, demonstrates practice that meets the clinical pillar expectations of advanced Anaesthetic Technician level roles or greater.	
Clinical Practice - - Te Mahi Haumanu Take responsibility for providing clinical and operational leadership to Anaesthetic Technicians	<ul style="list-style-type: none"> • Holds a current Annual Practicing Certificate. • ANZCA, NZATS, Medical Science Council standards, organisational and legislative requirements are met. Staff work within their scope of practice. • Coordinates available resources on a daily basis to provide services, shows creativity and flexibility in the placement of resources to ensure the best possible skill mix for the expected workload the most effective capacity.

<p>including clinical advice, support and guidance to team members.</p> <p>Works collaboratively with all members of the health care team to enhance patient care delivery, inspiring and supporting others to improve services.</p> <p>Promote effective communication among staff in order to share expertise and information.</p>	<ul style="list-style-type: none"> • Communicates operational changes and impact respectfully, timely and effectively to staff and service users/ whānau, escalating potential issues / risks as required. • Oversees the care and maintenance of equipment supplies and anaesthetic facilities. • Actively participates in CAPEX processes, product evaluation and equipment purchase. • Role models excellence in practice and professional behaviour. • Ensures clinical documentation within the service is consistent with legal and organisational requirements, including gaining consent, treatment plans and goals and daily data entry is completed by all staff. • Develops clinical policies / pathways for the service as relevant and supports the implementation of organisational policies. • Work to identify and support opportunities for Anaesthetic Technicians to expand / advance clinical practice which will provide benefits in line with the organisational priorities. • Ensure staff are engaged in quality assurance activities appropriate to their role. • Integrates Māori approaches such as whakawhanaungatanga/ building authentic meaningful relationships. • Enables and guides others in culturally appropriate patient care ensuring the service user and whanau voice is provided for and understanding of the diverse needs of Māori and Pacific populations.
<p>Leadership and Management - Te Ārahi me te Whakahaere</p> <p>Managing the provision of services within allocated staff resources.</p> <p>Articulates and drives the direction and goals for the service/s and ensures that these are reflected in team and individual plans which have been signed off by the operational and professional leadership.</p>	<ul style="list-style-type: none"> • Identifies, resolves and reports on issues and trends including risks and the impact to the service / organisation, to operational leadership. • Leads, attends and contributes to relevant organisational, service, clinical and team meetings. • Provides timely and accurate operational reports and recommendations to the executive and external agencies as required. i.e Ministry of Health. • Manages leave requests and staff rosters to balance the health and wellbeing of staff and service delivery. • Monitors expenditure identifies areas of deviation from expected spending and recommends corrective action to operational leadership. • Identifies and addresses poor staff performance. • A Capital Plan is developed in conjunction with nominated anaesthesia team. • Leads and coordinates the recruitment and selection process for the service. • Peer review and annual appraisal process is in place and supported and includes evidence of self-reflection on clinical and cultural best practice. • Demonstrates problem solving and management of conflict within the workplace.

<p>Promotes an environment of teamwork with positive working relationships and dynamics.</p>	<ul style="list-style-type: none"> • Respond to complaints and reportable events within own service and provides support to other managers where the service and/or staff are involved as a secondary service. • Promotes and complies with code of conduct and promotes a positive work culture based on organisational values. • Promotes the practice of cultural beliefs, wairuatanga (spirituality), cultural considerations and tikanga in the practice setting. • Service provision shows evidence of the implementation of the bicultural model of care and initiatives to improve equity. • Active engagement in Subregional, regional, and national forums; feedback to the team occurs. • Delegated authority to manage day to day activities within the operating theatres • Recruitment and retention of staff • Performance management of Anaesthetic Technicians and Trainee Anaesthetic Technicians • Works autonomously with a high degree of independence within the unit to achieve the plan and problem solve complex issues as they arise
<p>Teaching and Learning - Ako Atu, Ako Mai</p> <p>Utilise workforce plans to ensure that learning and development solutions are in place for Anaesthetic Technicians to support service delivery</p> <p>Support and encourage the team, profession and other health professionals in developing collaborative interprofessional learning opportunities (across professions, services, DHBs & sectors).</p> <p>Demonstrates and supports others in</p>	<ul style="list-style-type: none"> • NZATS, Medical Science Council professional development requirements are met, including peer review. • Utilise workforce plans to ensure that learning and development solutions are in place for Anaesthetic Technicians to support service delivery • Oversees trainee contracts for the profession and works with managers in facilitating trainee opportunities. • Facilitate with the Educator to support a training plan for trainee assessment and clinical experiences relevant to level/ stage of training. • Works with the Educator to ensure strong links are maintained with the relevant training institution/ education providers. • Oversees external student placements (eg Defence Force medics), ensuring all relevant documentation is completed at commencement. • Assumes responsibility for own personal and professional development. • Ensure members of the team are orientated to the role and the organisation. • Works in partnership with the Professional Lead / Educator to ensure performance plans are completed, documented and recorded for all staff. • Supports remedial performance improvement processes where performance or competency issues are identified. • Agreed identified training / development is completed within the required time frame. • Evidence provided of completion of core / mandatory DHB training.

<p>the understanding, commitment and application of Treaty of Waitangi and cultural competency within practice setting.</p> <p>Completes specified organisational training.</p> <p>Leads and fosters a learning environment for staff.</p>	<ul style="list-style-type: none"> • Develops clinical and leadership skills of others by supporting and providing learning opportunities. • Evidence of annual cultural and clinical best practice reflection through annual appraisal process, in-service education or service meetings.
<p>Service Improvement and Research - - Te Whakapai Ratonga me te Rangahau</p> <p>Contributes to the annual planning process and initiates and leads work / projects that may result from the planning process.</p> <p>Actively participates in regional or national working groups / clinical networks, to identify and implement service improvements.</p> <p>Drive changes in practice and/or models of care, in line with evidence-based practice (where available), research evidence and audit activity aligned with the strategic direction of the profession and organisation.</p>	<ul style="list-style-type: none"> • Oversees and is responsible for development and implementation of systems and processes, ensuring that services are efficient, accessible, equitable and meet patient/client's needs. • Develop and monitor clinical assurance activities for the profession (inclusive of adherence) and makes recommendations for change where indicated. • Planned service changes and initiatives clearly identify equity assessment and key outcomes directly relating to equity. • Leads developments and improvements in models of care, clinical practice and professional standards by developing or updating guidelines, protocols, policies and procedures, including competency-based frameworks for clinical staff with the team. • Resulting improvements from adverse events and complaints are implemented into the practice. • Actively participates in sub regional, regional and national working groups and clinical networks focused on innovation and service improvement. • Champions the Anaesthetic Technician profession to pursue research and knowledge-building required for practice improvement. • Approved research is completed within agreed time frames. • Practise in a way that utilises resources (including staffing) in the most sustainable and cost-effective manner.

Identifies areas of cultural risk to ensure the environment is safe for service users and whanau.	
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori. • Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care. • Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership.
Equity	<ul style="list-style-type: none"> • Commits to helping all people achieve equitable health outcomes. • Demonstrates awareness of colonisation and power relationships. • Demonstrates critical consciousness and on-going self-reflection and self-awareness in terms of the impact of their own culture on interactions and service delivery. • Shows a willingness to personally take a stand for equity. • Supports Māori-led and Pacific-led responses.
Culture and People Leadership	<ul style="list-style-type: none"> • Leads, nurtures and develops our team to make them feel valued. • Prioritises developing individuals and the team so Health New Zealand has enough of the right skills for the future, supporting diversity of leadership to develop – Māori, Pacific, people with disabilities and others. • Provides leadership that shows commitment, urgency and is visibly open, clear, and innovative whilst building mutually beneficial partnerships with various stakeholders both internally and externally. • Implements and maintains People & Communications strategies and processes that support provide an environment where employee experience, development, and performance management drive achievement of the organisation's strategic and business goals. • Ensures Business Unit culture develops in line with expectations outlined in Te Mauri o Rongo, ensuring unification of diverse teams whilst simultaneously supporting local cultures to be retained & strengthened.
Innovation & Improvement	<ul style="list-style-type: none"> • Is open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table. • Models an agile approach –tries new approaches, learns quickly, adapts fast. • Develops and maintains appropriate external networks to support current knowledge of leading practices.
Collaboration and Relationship Management	<ul style="list-style-type: none"> • Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at

	<p>decision making level to get in the way of doing our best and collegially supports others to do the same.</p> <ul style="list-style-type: none"> • Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services.
Health & safety	<ul style="list-style-type: none"> • Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. • Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	<ul style="list-style-type: none"> • Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Relationships

External	Internal
<ul style="list-style-type: none"> • Other service providers - Royston, Kaweka, Hastings's eye clinic • Primary and NGO sector • Regional/other Health New Zealand – Te Whatu Ora services • Ministry of Health/National Health Board • HQSC • NZATS • National patient simulation centre staff • Auckland University of Technology. • Networkz 	<ul style="list-style-type: none"> • Director of Allied Health – Hospital Group • Nurse Manager Perioperative unit • Theatre Manager • Head of Department (HOD) Anaesthetics • SMOs and RMOs • Associate General Manager Surgery & Electives (Hospital Group) • Clinical Nurse Manager Pre & Post Op • Clinical Nurse Manager Gastroenterology & Endoscopy • Clinical Nurse Educators • Other team members: Associate Charge Nurses, nursing staff, care associates, orderlies, students, radiology staff • Intensive care unit staff • Biomedical Engineering staff • Health Service Managers and teams across regional Health New Zealand - Te Whatu Ora • Administrative/financial depts

About you – to succeed in this role

You will have

Essential:

- A relevant graduate and post-graduate qualification.
- Experience in implementing Te Tiriti o Waitangi in action.
- Diploma in Applied Science for Anaesthetic Technicians
- Or Graduate Certificate in Applied Science for Anaesthetic Technicians
- Or Bachelor of Health Science in Perioperative Practice
- Or equivalent qualifications recognised by the Medical Science Council of New Zealand (MSC NZ)
- Current Registration with the MSCNZ and an Annual Practising Certificate
- Proficiency in Microsoft Office, Word, i.e. (Outlook, Excel, PowerPoint, Internet resources and e-mail).
- Clean current full NZ driver's license.

Physical requirements for the role:

- Agility: Able to kneel
- Able to get 1 knee up on bed
- Able to squat
- Able to raise arms above head
- Able to reach arms out in front
- Fitness: Able to walk up 2 flights of stairs without stopping
- Strength: Able to do at least 3 half press ups (i.e., on knees)
- The ability to assist with patient mobilisation and manual handling.

Leadership Competencies

- Credibility and integrity (embraces professionalism and ethical practice).
- Ability to grasp implications of a situation quickly and is able to make effective decisions quickly.
- Experience with leading and managing a team. Minimum of 2 years
- Creating and managing change when require, has the knowledge and skills to manage the unit through setting direction and urgency, building team support, communicating widely, handling resistance to change and facilitating implementation of successful change actions.

Business / Technical Skills

- An understanding of business and financial principles.
- An understanding of continuous quality improvement.

- An understanding of HR process & performance management.
- An understanding of staff rostering and relevant collective agreement requirements.

Vaccination status for role:

- Vaccinations as per the current employee immunisation policy including annual influenza vaccination

Desired:

- Member of NZATS

You will be able to

Essential:

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
- Take care of own physical and mental wellbeing, and have the stamina needed to go the distance.
- Maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals.
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities.
- Demonstrate a strong drive to deliver and take personal responsibility.
- Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve.
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity.

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.