

## Position Description | Te whakaturanga ō mahi

### Te Whatu Ora | Health New Zealand

<b>Title</b>	Critical Care Technician			
<b>Reports to</b>	Charge Nurse Manager Critical Care			
<b>Location</b>	Nelson Hospital			
<b>Direct Reports</b>	0		<b>Total FTE</b>	0.6
<b>Budget Size</b>	<b>Opex</b>	0	<b>Capex</b>	0
<b>Delegated Authority</b>	<b>HR</b>	0	<b>Finance</b>	0
<b>Date</b>	June 2025			

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

To guide the culture, values, and behaviour expected of the health sector, Health New Te Mauri o Rongo provides common values, principles and behaviours through four Pou, to guide health entities and their workers, enabling a cultural transformation of the health sector. Te Mauri o Rongo fundamentally upholds a key system shift of the New Zealand health reforms to reinforce and embrace Te Tiriti and our obligations to it.

The pou are a platform and a foundation to empower a culture transformation, every person is guided to align themselves to the pou and enact the values and behaviours that the pou represent. Employers and employees are expected to uphold Te Mauri o Rongo in their work and environments as part of our commitment to achieving Pae Ora (healthy futures) for all.

It is fundamental that the four Pou of Te Mauri o Rongo are upheld by the health entities and their workforce.

<b>Wairuatanga</b>	The ability to work with heart and spirit	<i>"When we come to work, we are able and supported by others to be our whole selves. When we return home, we are fulfilled".</i>
<b>Rangatiratanga</b>	Identifying, supporting and establishing leaders at all levels to serve, guide and inspire	<i>"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"</i>
<b>Whanaungatanga</b>	We are a team of teams working together, providing each other with a sense of belonging	<i>"Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. Together we are whānaunga, we are the workforce - kaimahi hauora"</i>
<b>Te Korowai Manaaki</b>	Seeks to embrace, support and protect the workforce	<i>"The wearer of the cloak has responsibility to act/embody those values and behaviours"</i>

## About the role

The primary purpose of the role is to:

- To organise the efficient and effective supply, procurement, maintenance of equipment.
- To ensure appropriate stock control management systems and process are in place
- Order equipment supplies appropriate to role and delegations.
- Liaise with key services, multi-disciplinary team (MDT) and stakeholders to meet the equipment and supply requirements for the service.

Key Accountabilities:	Examples of successful delivery of duties and responsibilities
<b>Service and Equipment Management</b>	
<ul style="list-style-type: none"> <li>• To support the service in the management of equipment, supplies and consumables and levels are matched to service need.</li> <li>• The equipment and resources required by the service are readily assessable and comply with department policies, including infection control.</li> <li>• Maintains equipment database as required by the service, including the impress system.</li> <li>• To ensure relevant information and data is entered, retrieved accurately and completed in a timely manner according to the health systems policies and procedures.</li> <li>• Ensure equipment audits, health and safety and maintenance records and service are current, partnering with the biomedical team as required.</li> <li>• Support the CAPEX process for new equipment, in partnership with stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Utilises resources (time, equipment,) efficiently and effectively.</li> <li>• Maintain timely and accurate statistics as required by department.</li> <li>• Evidence of effective provision and retrieval of equipment.</li> <li>• Equipment audits, health and safety and maintenance checks are current.</li> <li>• Develops and maintain desk file for service.</li> </ul>

<ul style="list-style-type: none"> <li>Enter equipment and supply requests through the Finance, Procurement, and Information System (FPIM).</li> </ul>	
<b>Teamwork</b>	
<ul style="list-style-type: none"> <li>Contributes to positive communication and sharing of information among the MDT.</li> <li>Collaborate with the multi-disciplinary team to ensure the set-up and training in the use of equipment is effective and delivered in a timely manner.</li> <li>Contributes positively as an effective team member.</li> </ul>	<ul style="list-style-type: none"> <li>Participation in appropriate service meetings, staff development programmes and quality initiatives.</li> <li>Provides a friendly and courteous response to enquiries promptly and efficiently.</li> <li>Administrative and duties are undertaken in a confidential, professional and efficient manner, according to standard practice and appropriate policies, procedures, contractual requirements.</li> </ul>
<b>Service and Quality Improvement</b>	
<ul style="list-style-type: none"> <li>Contributes to appropriate service planning</li> <li>Works in a way that utilises resources in the most sustainable and cost-effective manner.</li> <li>Establishes working partnerships with external organisations to promote integrated working.</li> </ul>	<ul style="list-style-type: none"> <li>A quality, customer-focused service is always provided, which follows best practice.</li> <li>Participation in quality improvement processes in your area of work.</li> </ul>
<b>Other Duties</b>	
<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 your capabilities and experience.</li> </ul>	<ul style="list-style-type: none"> <li>You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>You produce work that complies with HNZ   TWO processes and reflects best practice.</li> <li>Live and support the Organisational values in everything you do.</li> </ul>
<b>Professional Development – self</b>	
<ul style="list-style-type: none"> <li>Identifying areas for personal and professional development.</li> <li>Participates in the organisation performance development process.</li> </ul>	<ul style="list-style-type: none"> <li>Training and development goals are identified/agreed with the line manager</li> <li>Performance objectives reviewed annually with the line manager</li> <li>You actively seek feedback and accept constructive criticism.</li> </ul>
<b>General Responsibilities of an Employee of Nelson Marlborough Health – Appendix 1</b>	

## Relationships

Internal	External
Multi-disciplinary team Biomedical team Procurement and Supply Team Stores Team	Equipment Companies

## About you – to succeed in this role

---

### You will have

#### Essential:

- Year 11-NCEA Level 1 English (or equivalent)
- Year 11-NCEA Level 1 Maths (or equivalent)
- Experience as Technician / Physiologist in Healthcare or New Zealand Certificate in Health and Wellbeing (NZQA Level 3). Relevant Level of certificate to be completed within two years of commencement or to be commenced within one year of employment

#### Desired:

- Knowledge of health services

### 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
- Be a strong team player, supportive of colleagues and open to new ideas
- Have well-developed interpersonal skills
- Co-operate and liaise with others in a multi-disciplinary setting
- Express information effectively, verbally, written including electronic skills (such as email)
- Have an awareness of own skills and limitations, know where and when to seek assistance, and willing to contribute to team meetings
- Must be able to accept instructions and feedback
- Motivated and willing to learn on the job
- Accept and carry responsibility, use initiative and be self-motivated
- Have sound judgment and maturity
- Be physically able to carry out key tasks
- Ability to work under direction essential
- Keeps up to date with available information technology relevant to position
- Acts with discretion, sensitivity and integrity at all times.
- Is adaptable and flexible – open to change (positive or negative).
- Maintains an exceptionally high level of confidentiality.
- Take care of own physical and mental wellbeing, and have the stamina needed to go the distance

#### Desired:

- Previous Health Assistant experience

## **APPENDIX 1**

### **General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough**

#### **1. Professional Responsibilities**

As an employee of Health NZ Nelson Marlborough, you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Health NZ Nelson Marlborough departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

#### **2. Health, Safety and Wellbeing**

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

#### **3. Right to Raise Concerns**

- All employees of Health NZ Nelson Marlborough are expected and encouraged to immediately ask questions and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

#### **4. Child Wellbeing and Protection**

- Health NZ Nelson Marlborough is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:
- Contribute to and support the organisation's strong commitment to a child centred approach to

protect children across the region.

- Act at all times in the best interest of the children and young people, putting their interests first.
- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

#### **5. Legislation, Regulations and Board Policies**

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Health NZ Nelson Marlborough’s Disciplinary Policy.

#### **6. Confidentiality**

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

#### **7. Risk Management**

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

#### **8. Security**

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

#### **9. Treaty of Waitangi**

Health NZ Nelson Marlborough is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

#### **10. Smokefree**

Health NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Health NZ Nelson Marlborough staff employed on Board business in the community.

#### APPENDIX 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ Nelson Marlborough
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas <sup>1</sup> New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none"> <li>• a chronic skin condition</li> <li>• been working in an overseas healthcare facility in the last year</li> <li>• been MRSA-positive in the last year</li> </ul>
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures <sup>2</sup>

<sup>1</sup>Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

<sup>2</sup>Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.

#### CHANGES TO POSITION DESCRIPTION

From time to time, it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.