

Position Description | Te whakaturanga ō mahi

Health New Zealand | Te Whatu Ora

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.

Title	Anaesthetic Technician or Registered Nurse – Anaesthetic Assistant (RNAA)
Reports to	Charge Nurse Manager – Operating Theatre
Location	Nelson
Department	Theatre
Date	28 August 2026
Salary band (indicative)ⁱ	PSA Allied Public Health Scientific and Technical Collective Agreement Core Scale – Group B Salary Scale Step 3 to Step 7
Children's Worker roleⁱⁱ	Yes

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

About the role

The primary purpose of the role is to:

Provide efficient, effective and professional anaesthesia services to the community served by Health NZ (Nelson Marlborough).]

Key Result Area	Expected Outcomes / Performance Indicators
Technical & Clinical Assistance	- The provision of a high standard of clinical assistance to anaesthetists to ensure a safe and competent service. - Care and maintenance of anaesthetic, life support and related equipment to Australasian standards. - The Anaesthetic Technician will have knowledge of invasive and non invasive monitoring techniques and indications for use. - Preparation for and assistance with difficult airways, spinal, epidural, and regional anaesthetic procedures.

	• Provide assistance outside the operating theatre when required by the anaesthetist. These duties may at times be required in the Radiology suite, Emergency Department and ICU. • Twenty-four hour coverage on a rostered basis. • When rostered on call must be able to attend work within 15 minutes of being called.
Team Work	• Encourage and promote relationships between colleagues in theatre and other areas. • Communicate with anaesthetists and theatre colleagues to provide optimum patient care. • Ensure exchange of information with theatre staff, medical staff and ward staff as required to maintain highest standard of patient care.
Professional Development	• Responsibility for developing and maintaining clinical and technical expertise. • Participates in annual performance review process including review of performance goals and identification of areas for professional development.
Quality Improvement	• Demonstration of a commitment to safety and cost efficiency, with working knowledge of the OSH Act. • Demonstrate a commitment to quality principles and continuous improvement by contributing to ongoing quality improvement, including the development of policies and protocols in anaesthetics, the work environment and service delivery. • Follow protocols, as set out in the manual, and other requirements of the Quality Management system and provide clinical and technical support meeting accreditation standards. • A quality customer focused service is provided at all times, using best practice.
General	• Other duties as negotiated with Anaesthetic Technician Team leader, Theatre Manager and the HOD Anaesthesia. • Meets obligations contained in Appendix 1 if a RNAA is appointed.

Key Result Area	Expected Outcomes / Performance Indicators
Access and Outcomes	• Supports efforts to improve access to services and achieve better outcomes for the communities we serve. • Uses evidence and insights to identify barriers and opportunities for improvement. • Contributes to inclusive, responsive, and effective service delivery.

Te Tiriti o Waitangi	• Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. • Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. • Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.
Health & safety	• 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	• 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.

Matters which must be referred to your manager

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.
- Patient safety incidents, near misses, or clinical concerns.
- Equipment failures or shortages affecting patient care.
- Staffing issues impacting safe service delivery.
- Medication errors or controlled drug discrepancies.
- Infection control breaches.
- Unsafe practices or scope of practice concerns.
- Health and safety incidents, injuries, or exposure events.
- Patient, whānau, or staff complaints that cannot be resolved immediately.
- Operational issues causing significant theatre delays or disruptions.

Key principle: Escalate any issue that may affect **patient safety, staff safety, legal compliance, or service delivery**.

Relationships

External	Internal
An Anaesthetic Technician maintains effective working relationships with: • Patients and whānau. • Intensive Care Unit (ICU) staff. • Emergency Department staff. • Ward nursing and clinical teams. • Allied health professionals. • Biomedical engineering and equipment technicians. • Pharmacy staff. • Clinical educators and training providers. • Equipment and medical supply representatives. • Ambulance and retrieval services. • Quality, infection prevention, and health & safety teams.	Develop and maintain effective working relationships with: • Charge Nurse Manager. • Anaesthetic Technicians and trainee Anaesthetic Technicians. • Anaesthetists and anaesthetic registrars. • Theatre nurses and healthcare assistants. • Recovery Unit staff. • Sterile Services Department staff. • Day Stay Unit staff. • Surgeons and procedural teams.

About you – to succeed in this role

You will have

Essential: Qualifications

- NZ Diploma, or Graduate Certificate, or Certificate in (Anaesthetic Technology), or equivalent qualification recognised by the Medical Science Council of New Zealand (MSC NZ) .
- Current registration with the MSC NZ and an Annual Practising Certificate.
- OR
- Registered Nurse Assistant to the Anaesthetist with current NZNC practising certificate.

Relevant for Trainee positions only:

AUT prefers that students have the following qualifications prior to enrolment in the Diploma Applied Sciences (Anaesthetic Technology):

- 48 credits at level 2 NCEA (or equivalent) or higher, including 8 credits at level 2 in any one subject from the list below*
- Level 2 NCEA Physics (or equivalent) or AUT Biophysics level 4 (or equivalent)

- Level 3 NCEA Biology (or equivalent) or AUT Anatomy and Physiology level 4 (or equivalent).
- *Classical Studies, Drama, English, Geography, Health Education, History, History of Art, Media Studies, Social Studies, Business Studies, Economics, Physical Education, Te Reo Maori, Te Reo Rangatira.

OR – for the accelerated 2 year Diploma programme

- Previous relevant professional health industry experience, Biology (level 3) and Physics (level 2) OR a relevant degree (Science or Health) OR having already completed or have RPL for HAP 1 and Biophysics

SKILLS AND ABILITIES

- Proven ability to create effective working relationships.
- The ability to work as an integral part of the team and maintain professional and positive relationships with other service providers.
- A knowledge of quality control and quality assurance is essential.
- Experience and understanding of principles of continuous quality improvement.
- Able to prioritise work and ability to meet expected timeframes.
- Commitment to patient-centred care.
- Proven high level communication skills.
- Able to work on a roster basis.
- Must be capable of physical demands of working in the operating theatre environment.
- Keeps up to date with available information technology relevant to position.
- Understands and complies with Health NZ Information Technology policies.
- Basic / Intermediate knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook.

PERSONAL ATTRIBUTES

- A natural, open manner and a level of self-confidence which helps generate trust and good working relationships.
 - Honesty and integrity.
 - Good organisational and time management skills.
 - Good interpersonal and communication skills.
 - Excellent decision making skills with focus on outcomes.
 - Provides a positive role model for other staff.
 - Professional and considerate attitude towards patients and other staff.
 - Adapts to change with a willingness to learn new procedures, technologies and systems.
 - Sense of humour.

You will be able to

Essential:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.
- Communicate clearly and adapts their approach to different audiences and situations.
- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.
- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate.

Desired:

- Demonstrates a patient-focused approach and commitment to safe, high-quality care.
- Demonstrates the ability to remain calm and effective under pressure.
- Demonstrates critical thinking and sound problem-solving skills.
- Demonstrates adaptability and responsiveness to changing clinical priorities.
- Demonstrates strong organisational and time-management skills.]

ⁱ Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee's current salary or remuneration.

ⁱⁱ The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children's worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.

APPENDIX 1

Should a Registered Nurse be appointed to this position the following professional nursing responsibilities, expected outcomes, experience/knowledge and specific skills also apply.

RESPONSIBILITIES	EXPECTED OUTCOMES
Domain One - Professional Responsibility <i>Domain One contains competencies that relate to professional, legal and ethical responsibilities and cultural safety. These include being able to demonstrate knowledge and judgment and being accountable for one's actions and decision, while promoting an environment that maximizes client's safety, independence, quality of life and health.</i>	
1.1 Provides professional direction, leadership and management of care delivery	• Practices in accordance with legal, ethical, cultural safety and professional standards. • Demonstrates clinical leadership in ethical decision making and patient advocacy. • Takes a leadership role in implementing care delivery and service initiatives with a nursing and or multi-disciplinary focus. • Understands accountability for directing, monitoring and evaluating nursing care provided by enrolled nurses and others. • Seeks advice from a senior registered nurse if unsure about the role and competence of enrolled nurses and others when delegating work. • Takes into consideration the role and competence of staff when delegating work. • Makes appropriate decisions when assigning care, delegating activities and providing direction for enrolled nurses and others. • Provides effective clinical leadership/role modelling to other staff within and across the nursing services and to other stakeholders to ensure that service delivery and practice standards are consistent, evidence based and complement the vision and values of NMH. • Maintains an overview of the clinical/professional issues/standards of practice and trends affecting operating theatre management within and beyond the service, assisting with the implementation of care initiatives including quality and safety activities. • Manages care delivery within evidence based treatment protocols for all patients. • Complies with quality focused nursing protocols with support from national groups (Health Quality and Safety Commission) guiding Nursing services ensuring care standards are articulated, supported, achieved, documented and audited. • Ensures that there is effective and timely patient centred communication within and across the health system in relation to the management of care. • Ensures that opportunities to contribute to service development and the achievement of outcomes are taken up.

1.2 Demonstrates the ability to apply the principles of the Treaty of Waitangi Te Tiriti o Waitangi to nursing practice	• Understands the Treaty of Waitangi/Te Tiriti o Waitangi and its relevance to the health of Maori in Aotearoa/New Zealand. • Demonstrates knowledge of differing health and socio-economic status of Maori and non-Maori. • Applies the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice.
1.3 Promotes an environment that enables health consumer safety, independence, quality of life and health	• Identifies and reports situations that affect health consumers or staff members' health or safety. • Accesses, maintains and uses emergency equipment and supplies. • Maintains infection control principles. • Recognises and manages risks to provide care that best meets the needs and interests of health consumers and the public.
1.4 Practises nursing in a manner that the health consumer determines as being culturally safe	• Recognises the impact of the culture of nursing on health consumer's care and endeavours to protect the health consumer's wellbeing within this culture. • Practises in a way that respects each health consumer's identity and right to hold personal beliefs, values and goals. • Assists the health consumer to gain appropriate support and representation from those who understand the health consumer's culture, needs and preferences.

Domain Two - Management of Nursing Care

Domain Two contains competencies that are related to client assessment and the management of client care, which is responsive to clients' needs and is supported by nursing knowledge and evidence-based research.

2.1. Provides planned nursing care to achieve identified outcomes	• Contributes to care planning, involving health consumers and demonstrating an understanding of health consumers' rights, to make informed decisions. • Demonstrates understanding of the processes and environments that support recovery. • Identifies examples of the use of evidence in planned nursing care. • Undertakes practice procedures and skills in a competent and safe way. • Administers interventions, treatments and medications, (for example: intravenous therapy, calming and restraint), within legislation, codes and scope of practice; and according to authorised prescription, established policy and guidelines.
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2.2 Undertakes a comprehensive and accurate nursing assessment of health consumers across a variety of settings	• Undertakes assessment in an organised and systematic way. • Uses suitable assessment tools and methods to assist the collection of data. • Applies relevant research to underpin nursing assessment.
2.3 Ensures documentation is accurate and maintains confidentiality of information	• Maintains clear, concise, timely, accurate and current health consumer records within a legal and ethical framework. • Demonstrates literacy and computer skills necessary to record, enter, store, retrieve and organise data essential for care delivery.
2.4 Ensures the health consumer has adequate explanation of the effects, consequences and alternatives of proposed treatment options	• Provides appropriate information to health consumers to protect their rights and to allow informed decisions. • Makes appropriate professional judgement regarding the extent to which the health consumer is capable of participating in decisions related to his/her care. • Facilitates the health consumer's access to appropriate therapies or interventions and respects the health consumer's right to choose amongst alternatives. • Checks health consumers' level of understanding of health care when answering their questions and providing information.
2.5 Acts appropriately to protect oneself and others when faced with unexpected health consumer responses, confrontation, personal threat or other crisis situations	• Understands emergency procedures and plans and lines of communication to maximise effectiveness in a crisis situation. • Takes action in situations that compromise health consumer safety and wellbeing. • Implements nursing responses, procedures and protocols for managing threats to safety within the practice environment.
2.6 Reflects upon, and evaluates with peers and experienced	• Identifies own level of competence and seeks assistance and knowledge as necessary.

nurses, the effectiveness of nursing care	• Determines the level of care required by individual health consumers. • Accesses advice, assistance, debriefing and direction as necessary.
2.7 Maintains professional development	• Contributes to the support, direction and teaching of colleagues to enhance professional development. • Updates knowledge related to administration of interventions, treatments, medications and best practice guidelines within area of practice. • Takes responsibility for one's own professional development and for sharing knowledge with others. • Participates in annual performance review process including review of performance goals and identification of areas for professional development.
Domain Three - Interpersonal Relationships <i>Domain Three contains competencies that relate to interpersonal and therapeutic communication with clients, other nursing staff and inter-professional communication and documentation.</i>	
3.1 Establishes, maintains and concludes therapeutic interpersonal relationships with health consumers	• Initiates, maintains and concludes therapeutic interpersonal interactions with health consumers. • Incorporates therapeutic use of self and psychotherapeutic communication skills as the basis for nursing care for health consumers with mental health needs. • Utilises effective interviewing and counselling skills in interactions with health consumers. • Demonstrates respect, empathy and interest in health consumer. • Establishes rapport and trust with the health consumers.
3.2 Practises nursing in a negotiated partnership with the health consumer where and when possible	• Implements nursing care in a manner that facilitates the independence, self-esteem and safety of the health consumer and an understanding of therapeutic and partnership principles. • Recognises and supports the personal resourcefulness of people with mental and/or physical illness. • Acknowledges family/whanau perspectives and supports their participation in services.
3.3 Communicates effectively with	• Uses a variety of effective communication techniques. • Employs appropriate language to context.

health consumers and members of the health care team	
Domain Four - Interprofessional Health Care and Quality Improvement <i>Domain Four contains competencies to demonstrate that the nurse, as a member of the health care team evaluates the effectiveness of care and promotes a nursing perspective within the inter-professional activities of the team.</i>	
4.1 Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care	- Promotes a nursing perspective and contribution within the inter-professional activities of the health care team. - Provides guidance and support to those entering as students, beginning practitioners and those who are transferring into a new clinical area. - Collaborates with the health consumer and other health team members to develop plan of care. - Maintains and documents information necessary for continuity of care and recovery. - Develops a discharge plan and follow up care in consultation with the health consumer and other members of the health care team.
4.2 Recognises and values the roles and skills of all members of the health care team in the delivery of care	- Makes appropriate formal referrals to other health care team members and other health related sectors for health consumers who require consultation. - Contributes to the co-ordination of care to maximise health outcomes for the health consumer. - Collaborates, consults with and provides accurate information to the health consumer and other health professionals about the prescribed interventions or treatments - Demonstrates a comprehensive knowledge of community services and resources and actively supports service users to use them.
4.3 Participates in quality improvement activities to monitor and improve standards of nursing	- Recognises and identifies researchable practice issues and refers them to appropriate people. - Distributes research findings that indicate changes to practice with colleagues. - A quality, customer-focused service is provided at all times, which follows best practice. - Participation in quality improvement processes in your area of work.
General	Obligations contained in Appendices 1 & 2 are met.

	• Other duties as negotiated with your Manager.
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EXPERIENCE/KNOWLEDGE OF

- HPCA act and its amendments.
- Nursing Council of NZ key documents – Scope of Practice for Nurses; NP, RN, RN Expanded practice, EN; Direction & Delegation; and Educational Standards.
- Treaty of Waitangi and its application to the health setting.
- Misuse of Drugs Act (1977) and Regulations.
- NCNZ Code of Conduct (2012).
- Health & Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996).
- Privacy Act (1993) and Health Information Privacy Code (1994).
- Health and Safety at Work Act (2015).
- New Zealand Health Care Standards.
- NMH Nursing and Midwifery Policies and Procedures.
- Equal Employment Opportunities.
- NZNO Code of Ethics (2010).
- NZNO Standards of Professional Nursing Practice (2012).
- Current over-arching NZ Health Strategies.

SPECIFIC SKILLS

- High level of written and verbal communication.
- Effective Report writing skills.
- Demonstrated competency in priority setting/time management.
- Demonstrated competency in effective problem solving/planning.
- Demonstrated multi-disciplinary relationship skills.
- Knowledge of current issues within nursing in NZ and internationally.
- Ability to work independently and to be an effective team member.
- Knowledge and understanding of medico/legal and ethical responsibilities.