



**St John**

**ST. JOHN EYE HOSPITAL – JERUSALEM**

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**ST JOHN EYE HOSPITAL GROUP**

**FULL-TIME**

**ANAESTHESIA  
TECHNICIAN**

## JOB DESCRIPTION

<b>Title</b>	<b>Anaesthesia Technician</b>
<b>Department</b>	<b>Allied Health Professions</b>
<b>Section</b>	<b>Theatre</b>
<b>Reports to</b>	<b>Director of Nursing and Allied Health Professions</b>
<b>Hours</b>	<b>As contractually agreed</b>
<b>Date formulated</b>	<b>November 2011</b>
<b>Last Updated</b>	<b>December 2018 / December 2020 / December 2022</b>
<b>Next Review Date</b>	<b>December 2024</b>

### General Statement of Duties:

- An anaesthesia technician is trained to support anaesthesiologists and by preparing and setting up the equipment and supplies needed for surgical cases. They must know how to operate, maintain and prepare all related equipment, as well as understand drugs and assist in patient care.

### Main Responsibilities:

- Prepare the drugs and equipment needed for the patient to undergo anaesthesia. This may involve preparing and checking the anaesthetic machines, intravenous drugs / fluids, and devices to maintain the patient's airway (e.g. laryngeal masks or endotracheal tubes).
- Communicate with the patient when they arrive in the anaesthetic room, verifying the pre-op-check-list for allergies and past medical history.
- Stay with the patient throughout their surgical intervention, alongside the anaesthesiologist.
- In the recovery room – assess the patient, providing airway management if needed, and monitoring the patient's physiological signs.
- Assist in the establishment and maintenance of a regular schedule of proper maintenance and calibration of monitors, utilized in the administration of anaesthesia.
- Organize and manage the general functioning of the anaesthesia workroom.
- Clean and decontaminate equipment used in the anaesthetic care of patients. This includes the disassembly of equipment and sterilization in the accordance with hospital guidelines, to prevent the spread of infectious and contagious diseases.
- Stock the anaesthesia work stations.
- Maintaining an adequate inventory of supplies and compressed gas in the main anaesthesia workroom.
- Coordinates inventory and ordering of supplies with the operating room coordinator.

### General Responsibilities:

- All staff are expected to report for work on time and fulfil their hours of duty, from time to time some flexibility may be required in order to meet the needs of the job and this may be outside regular hours of work.
- All staff are expected to promote and contribute to a cooperative and productive work environment. Staff are also expected to show respect and consideration to their colleagues and all patients and visitors to the hospital.
- All staff are expected to follow the dress code for their area of work. All uniforms as required by different work areas should be worn at all times. Staff who do not have a uniform are expected to wear appropriate, respectful, modest business dress. Jeans are not considered appropriate attire.
- The hospital is a no smoking hospital and smoking is only permitted in the designated smoking areas and only during official break periods.

- All staff will abide by confidentiality rules and will not disclose any information about patients, the staff or the workings of the hospital, except in certain circumstances where express permission is given as per the Confidentiality Policy.
- All staff are expected to comply at all times with the requirements of Health and Safety regulations and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
- The Hospital has a Control of Visits in the Hospital and Security of Workers policy in order to help protect patients, visitors and staff and to safeguard their property. All employees have a responsibility to ensure that those persons using the Hospital and its service are as secure as possible.
- The Hospital is committed to equality and all staff are expected to treat colleagues, patients and visitors to the Hospital with dignity and respect, regardless of their ethnic background, religion, race, gender, age or sexual orientation.
- All staff are expected to familiarise themselves with the requirements of the Hospitals policies and procedures for staff and also their specific area of work.
- All appointments within the Hospital are subject to pre-employment health screening.
- All staff are responsible for ensuring that all risks of cross infection to patients are minimised and that all policies, procedures and guidance relating to infection control practice are adhered to.
- All staff are responsible, where relevant, for ensuring that all equipment used by patients is clean/decontaminated as instructed by manufacturers and in line with the infection control/guidelines protocol and policy.
- The job description gives a general outline of the duties of the position and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the member of staff.
- Any other duties as designated by your manager and which are commensurate with the grade.

#### **Essential Requirements for the Post:**

- High School Certificate
- Diploma as an Anaesthesia Technician
- Basic life support and preferably ACLS
- Having some experience as an Anaesthesia Technician
- Capable of working in a multi-disciplinary team
- Flexible on working hours
- Ability to communicate fully with staff and patients at all levels.
- Ability to communicate (read, write and speak) fluently in English. (All hospital documents are in English)
- Calm manner
- Alert
- Methodical and Organised

**Name:**

**Date: December 2022**

**Signed** \_\_\_\_\_