

# **The New Zealand Anaesthetic Technicians' Society** **Inc** **NZATS REGULATIONS**

## **Interpretation**

In these regulations, unless stated to the contrary

- NZATS Inc means New Zealand Anaesthetic Technicians' Society Incorporated
- Anaesthetic Technician means a Qualified Anaesthetic Assistant who meets the NZATS regulations for Qualification.
- Trainee Anaesthetic technician means Anaesthetic Technician currently undertaking the training requirements of the NZATS
- Affiliated Body means a Professional or Educational Body represented on the NZATS Executive team.
- ANZCA means Australian and New Zealand College of Anaesthetists
- NZSA means the New Zealand Society of Anaesthetists
- NZNO means New Zealand Nurses Organisation
- AUT means Auckland University of Technology
- NZQA means New Zealand Qualifications Authority
- ODP means Operating Department Practitioner
- ODA means Operating Department Assistant
- Certificate means Annual Practising Certificate
- Register means the Register of Trainee Anaesthetic Technicians and the Register of Qualified Anaesthetic Technicians
- Member means persons on the NZATS register.

## **Formation of the NZATS**

The NZ Anaesthetic Technicians' Society (Formerly the New Zealand Association of Anaesthetic Technicians and Nurses) was formed in August 2001 by amalgamating the Anaesthetic Technicians Board and the New Zealand Society of Anaesthetic Technicians. The Anaesthetic Technicians Board was formed in November 1992 to replace the Anaesthetic Technicians Training Committee, which was disestablished by the Minister of Health on 31 December 1992.

## **NZATS Regulations Format**

In February 2000 the ATB Regulations were updated and these have been retained by the NZATS Inc with a view to establishing formal regulations which meet the requirements of incorporated society's office.

### **Objectives**

The objectives of the NZATS Inc are:

- To promote, contract and oversee theoretical, as well as setting practical training and Examination requirements, for Trainee Anaesthetic Technicians in New Zealand
- To continually review and develop the theoretical training modules and practical workbooks to provide a recognised standard of qualification
- To issue appropriate Qualification Certification upon completion of this Training
- To assess, monitor and sanction Registration requirements for Qualified and Trainee Anaesthetic Technicians
- To keep and maintain a register of Qualified and Trainee Anaesthetic Technicians
- To approve, assess and monitor hospitals for Training of Anaesthetic Technicians
- To keep a list of hospitals approved for practical training in New Zealand
- To assess, monitor and sanction Standards of Practice and Codes of Conduct for Anaesthetic Technicians
- To establish and promote Continuing Education for Qualified Anaesthetic Technicians
- To maintain close strategic alliances with ANZCA, NZSA & other health professional groups with a shared interest
- To promote and support information sharing
- To promote the professional status and public recognition of Anaesthetic Technicians
- Promote the NZATS as the professional body for Anaesthetic Technicians

## **Code of Conduct for NZATS Members**

All persons, who hold office or have a responsibility to the NZATS, regardless of their position, shall abide by the Code of Conduct.

### **Code of Conduct**

Each registered Anaesthetic Technician is accountable for their own practice and in the exercise of professional accountability, shall:

Carry out duties with skill, care and judgment in such a way as to promote and protect the rights and well being of the patient.

Confidentiality for the patient shall be respected and maintained at all times.

Be aware of the value for all professional persons associated with the provision of patient care.

Recognize any limitations of competence and never undertake unfamiliar tasks without first receiving instruction, which will facilitate the duties to be carried out in a professional and capable manner.

Endeavour to achieve and maintain a high standard of knowledge and to impart such knowledge to fellow Anaesthetic Technicians.

Recognize the responsibilities in delegating duties and tasks.

Support the development of colleague's competence in accordance with their needs.

Avoid the use of the professional qualification to be associated with the promotion of products, thereby compromising the impartiality of professional.

Inform the appropriate person or authority of any conscientious objections, which may be relevant to professional practice.

Decline any offer of gifts, favours or hospitality which might be seen as an attempt to obtain preferential considerations.

Report to the appropriate authorities any incidences or instances of irregular or unsafe practice.

To maintain the highest level of professionalism at all times

To promote the continuation of the NZATS as the recognised Professional body for Anaesthetic Technicians in New Zealand

To treat NZATS business as confidential and only release information to others with the NZATS Executive teams approval

To promote the use of a team approach within the NZATS and its Committees

To put the welfare of New Zealand's Anaesthetic Assistance profession foremost

To uphold the laws of New Zealand

To conduct themselves in a ethical, moral, respectful and non-discriminatory manner

To maintain positive relationships with other members of Health professional Groups

### **NZATS Executive team**

The Executive team is comprised of the following

Chairperson

Chairperson Elect

Outgoing Chairperson

Secretary

Treasurer

Registrar

Professional Development officer

AUT Liaison Officer

Registration Examination officer

Communications Officer

New Zealand Society of Anaesthetists, Inc member, (NZSA)

New Zealand Committee of the Australian and New Zealand College of Anaesthetists member (ANZCA),

Each of the above positions is a voting position however the New Zealand Society of Anaesthetists and Australia and New Zealand College of Anaesthetists only hold one vote between them.

The Auckland University of Technology is the current theoretical provider and communicates with the Executive via the AUT Liaison.

### **Contact Details**

The Executive team can be contacted at

NZATS

PO Box 10691

The Terrace

Wellington South

New Zealand

Or via email from the website at [www.nzats.co.nz](http://www.nzats.co.nz)

Regional Representatives contact details can also be found on the website.

### **Directives for the Executive Team**

The Chairman shall be elected from the membership of the NZATS only and not from any Committee or sub committee of the NZATS, nor as a Co-opted member.

All other offices of the NZATS shall be elected either from the membership of the NZATS, its committees or as Co-opted positions

Office Bearers will hold office for a term of 3 years, but will be eligible for re-election at the end of this term.

The NZATS will elect its officers as their term falls due, by simple majority. The NZSA and ANZCA will elect their NZATS representatives as per the regulations of their Professional bodies.

Voting at Executive Meetings shall normally be by a vote of hands, though any member of the NZATS executive team may request a written ballot on any issue. In the event of a tied vote the Chairman shall have a casting vote. Normally this vote shall be to remain with the status quo except in exceptional circumstances in which case the vote shall be a vote of guidance in the best interests of the NZATS.

The Chairman may take any action required to conserve the interests of the NZATS provided that the NZATS Executive are so notified forthwith

All persons appointed to the NZATS Executive shall hold a current annual practicing certificate relevant to their qualification and if an Anaesthetic Technician full registration with the NZATS.

All members of the NZATS Executive are to have permanent residence in New Zealand

All members of the NZATS executive team have a duty to complete all requirements asked of them by the NZATS within suitable time frames and following the guidelines laid down in these regulations. Failure to do this may constitute removal from the NZATS executive team.

The NZATS Executive may remove any executive team member for bankruptcy, neglect of duties or professional misconduct

The NZATS may seek professional secretarial or other assistance as required.

The election of any NZSA and ANZCA members shall be done in compliance with the affiliated bodies' regulations. The NZATS Executive reserves the right to question any position that it deems has been elected not according to the set procedures of the affiliated body.

The NZATS Executive team shall have the final decision as to the make up of the NZATS Executive team and the number of persons serving on it including the particular affiliated bodies.

The Affiliated body shall resolve any matters referred back to it via its member prior to voting, in time for voting at the next NZATS meeting. Failure to do this will see the vote of the concerned affiliated body, on the matter under vote, as disallowed.

### **Job Descriptions**

Full Job Descriptions for each of the following positions are included with this document:

Chairman - see Appendix A

Chairperson Elect/Outgoing Chairperson– see Appendix B

Secretary – See Appendix C

Treasurer – See Appendix D

Registrar & Assistant to the Registrar - See Appendix E

Education Coordinator – See Appendix F

Regional Representatives – See Appendix G

Communications Officer – see Appendix H

Each NZATS executive team member position shall be for a term of 3 years.

All positions are of a voluntary nature and no payment is issued to the appointees.

### **Meeting directives of the NZATS**

Five voting members of the NZATS Executive shall constitute a quorum for any executive meeting.

Ten voting members shall constitute a meeting for all general, regional and AGM meetings.

The NZATS Executive may act irrespective of any vacancy in its membership if a quorum is present.

All meetings shall be minuted and a copy of the minutes shall be posted on the Website, for access by members, within three weeks of the meeting.

The NZATS Executive will meet a minimum of four times a year.

Teleconference or other medium as decided by the NZATS Executive may facilitate two of the NZATS quarterly Executive meetings if required.

Any item for the NZATS Executives consideration shall be dealt with in the usual manner above unless a situation arises requiring a Special meeting of the NZATS. If such a case arises the NZATS will only deal with the matter at hand and no other matters.

In the event of an application for a Special Meeting, The Chairman shall decide if a Special meeting is appropriate and the form the meeting will be conducted in. If a Special meeting is to take place the Secretary shall notify the NZATS Executive members forthwith.

If a Special meeting is called by a non member of NZATS then the persons calling the meeting shall be responsible for any expenses accrued by the NZATS in establishing and attending the meeting.

The Executive Team, prior to display to members, may edit the minutes of the Executive Meeting. This is only to maintain the confidentiality of applicants and not to withhold information affecting the membership.

The Chairman shall preside at every Executive meeting and AGM meeting of the NZATS, however if the Chairman is unable to attend, the NZATS Executive may choose one of its members to be Chairman of that meeting.

Notification of quarterly Executive meetings and the AGM shall be given by the Secretary to all executive team members not less than 28 days prior to the meeting. Items for the Agenda of the quarterly meeting shall be received by the Secretary no later than 14 days before the meeting and a final agenda shall be distributed to the Executive team members of the NZATS not less than 7 days before the Quarterly meeting is held.

The Annual General meeting will normally be held at the annual conference of NZATS held in conjunction with the NZAEC meeting

From time to time the NZATS may request other persons to attend the quarterly Executive meetings. If such an occasion occurs the persons shall only be present for the time allocated by the NZATS Executive.

### **Vacancies of NZATS Offices**

Election of extra positions to the NZATS Executive shall be at the NZATS Executive teams' discretion as required and the NZATS executive team shall determine conditions of the Position at the time.

If an NZATS executive team member is absent for more than 3 meetings in any one year the NZATS has the right to appoint another person to the position and the current affiliated shall be required to step down.

In the event of a vacancy the Executive shall ask for applications for the position either at the AGM, via the Website, by correspondence with the members or by co-opting an appropriate member.

### **Co-option of Members**

The NZATS executive team may Co-opt persons for specified positions and terms of office not exceeding 3 years.

The co-option of members is regulated by the NZATS executive team itself not the affiliated bodies represented on the NZATS. However the NZATS executive team is required to have regard to the type of skills needed to function in the co-opted role effectively and to co-opt appropriate persons to the positions.

Co-opted persons are entitled to exercise the powers and rights of Members of the NZATS, including the right to vote on matters relating to their position within the NZATS, and are eligible for election to the NZATS Executive Team.

The NZATS reserves the right to act as needed, in respect of co-opting persons, to achieve its objectives.

### **Directives for appointment of Committees to the NZATS**

The NZATS executive team may appoint Committees to undertake functions of the NZATS in relation to its objectives and may delegate to the committees such powers and responsibilities as the NZATS executive deems appropriate.

Any delegations may be revoked and no such delegation shall prevent the exercise of any power or the performance of any function by the NZATS

The number and duties of members of these committees will be determined by the NZATS executive and delegated to the committee as outlined in a Term of Reference document for each committee. The terms of reference document shall contain the following information

- Purpose of committee
- Accountability
- Committee Numbers
- Reporting
- Requirements

A Coordinator shall be appointed to head each Committee to the NZATS and shall be responsible for overseeing the committee and its project

The NZATS executive team shall call for applications for Coordinator positions from interested parties.

The NZATS executive team shall elect the Coordinator from interested parties. In the event of more than one application the NZATS executive team will vote for the candidate most suitable for the position. If no applicants are suitable the Executive team may co-opt a person to the role as appropriate

The NZATS Executive team shall decide the number of persons serving on each Committee to the NZATS on the recommendations of the Coordinator of the Committee concerned however each Committee shall have a minimum of 3 people

The Coordinator and the Committee remain accountable to the NZATS executive team and the Coordinator shall provide the NZATS executive team with progress information at each NZATS executive team meetings or as requested.

Any requirement for Sub Committees shall be authorised by the NZATS Executive team.

Decisions and recommendations of Committees and Sub Committees shall be presented to the NZATS executive team for finalisation by voting.

No Committee shall remove or alter or implement any regulations or guidelines without approval from the NZATS executive team unless requested to do so by the Executive team.

All committees shall operate in a legal manner and abide by any acts or constitutions relevant to them.

Terms of Reference for the following Committees are attached to this document and are to be read in conjunction with it as well as the Training and Registration Guidelines.

Training Committee – See Appendix I

Examination Committee – See Appendix J

Standards Committee – See Appendix K

Registration Committee – See Appendix L

### **Finances**

The NZATS shall be financially self-supporting.

The funds of the NZATS shall be derived from annual registration fees, examination fees, donations and others sources determined by the NZATS.

The use of above mentioned funds along with any assets shall be as the NZATS Executive sees fit however they shall not be used by any member unless directed by the Executive, or used in an unlawful manner or for an illegal purpose.

The NZATS executive team shall approve all financial transactions above \$500.00. Costs of less than this amount are subject to the Treasurers discretion.

The NZATS Treasurer shall operate one or more bank accounts on the Advise of the Executive team, to obtain the best possible financial return on NZATS funds

All bank accounts shall operate with 4 signatories. These shall be the Treasurer or Secretary and one of the two persons appointed by the Executive for this purpose.

All accounts will be audited annually or more often if required by the NZATS Executive.

### **Records and Documents**

All proceedings, documents and records of the NZATS including the Minutes of Regional Meetings, AGM's and Executive team meetings are confidential and privileged information. Except for the Register, which is a public document, all access to the said documents is for members only.

Release of any information to the public is at the discretion of the NZATS executive team and must be approved by the NZATS executive team. The NZATS reserves the right to amend these regulations as required after consideration by its members. Anything not stipulated in these regulations will be dealt with by the NZATS according to common practice. Any records or documents regarding disciplinary action against a member shall remain confidential between the NZATS executive team and the person concerned. The NZATS, under no circumstances, shall release the information except as requested in writing by the person concerned and then only to the parties stated in the request or as obliged by the law. All correspondence to the NZATS Executive shall be acknowledged within 2 weeks of its receipt. Any decisions made at Executive meetings shall be notified within 3 weeks to the recipient.

### **Rights of Appeal**

The rights of appeal shall apply to all members including NZATS executive team members. All appeals must be lodged in writing within 28 days of notification of the decision and shall include supporting documented evidence. If the NZATS Executive deems it is necessary, a personal appearance by the parties concerned shall be considered. Once an appeal has been lodged and the NZATS Executive has considered its findings, the resulting NZATS executive decision is final and conclusive. Written notification of the appeal result shall be sent out within 3 weeks.

## **APPENDIX A**

### **Job Description**

**Title of Position:** Chairperson

**Functional Relationships:** Executive Team Members

Sub-committee Members

Regional Representatives

### **PRINCIPLE OBJECTIVE**

The Chairman leads the Executive team of NZATS Inc, which is responsible for establishing policy, protocols and standards in relation to professional direction, training, education and registration.

### **KEY RESPONSIBILITIES:**

<b>Responsibility</b>	<b>Actions</b>	<b>Outcomes</b>
<ul style="list-style-type: none"><li>• <input type="checkbox"/> Chairs all Executive team meetings.</li></ul>	Works within established policy, standard business principles and professional directives.	Effective communication is maintained, monitored and continually improved. Business is conducted ethically, morally and legally.
<ul style="list-style-type: none"><li>• Regional Representative</li></ul> <p>Coordinator</p>	Communicates relevant NZATS business to Regional representatives Works with Regional representative to help resolve issues as they arise.	Maintain effective communication throughout the membership utilising the assistance of the Regional representatives.
<ul style="list-style-type: none"><li>• Is a member of each Committee established to assist the Executive team</li></ul>	Supports committee members in assessment, establishment and review of professional development, direction and regulation Provides guidance as required to ensure objectives are met. Leads the Executive team in establishment of new projects.	<input type="checkbox"/> NZATS is the recognised professional organisation for those qualified in Anaesthetic Assistance <input type="checkbox"/> Continual update of quality standards and service Members encouraged to actively participate in ongoing Professional improvement

## **APPENDIX B**

### **Job Description**

**Title of Position:** Chairperson Elect

**Functional Relationship:** Chairperson

**Principle Objective:**

The Chairperson Elect is to be delegated tasks by the Chairperson and asked to attend meetings on behalf of the Chairperson as he/she requires.

To be educated for the position of Chairperson, in readiness of taking over the position of the Chairperson role.

### **Job Description**

**Title of position:** Outgoing Chairperson

**Functional Relationship:** Chairperson

**Principle Objective:**

To provide support to the chairperson to enable them to perform the duties of that role.

May be delegated to attend meetings/events on behalf of the chairperson.

To monitor and advise changes and updates of the NZATS website.

## **Appendix C**

### **Job Description**

**Title of Position:** Secretary

**Functional Relationship:** NZATS Executive Team

### **PRINCIPLE OBJECTIVE**

To provide communication pathways for the Executive and the membership

### **KEY RESPONSIBILITIES:**

<b>Responsibility</b>	<b>Actions</b>	<b>Expected Outcomes</b>
Communication and Administration	Prior to all Executive meetings, send to all Executive team members the agenda of the meeting <input type="checkbox"/>	<input type="checkbox"/> All Executive members are aware of the meetings and content of those meetings
	Prior to AGM ensure all Members receive notice of such meeting and any agenda or remits.	All members are informed of the AGM in line with NZATS policy
	To attend all meeting of the Executive team and the AGM keep minutes of each meeting.	Accurate minutes of all Executive meetings and AGM are kept.
	Distribute the minutes of all meetings to Executive team members	Executive are kept informed of issues and progress

## **APPENDIX D**

### **Job Description**

**Title of Position:** Treasurer

**Reporting to:** NZATS Inc Executive Team

**Functional Relationships:** Executive Team Members

Financial members

External Financial advisors

### **PRINCIPLE OBJECTIVE**

The Treasurer is responsible for the effective delivery of membership services, sets all financial policy and has ultimate responsibility of all financial activities carried out by New Zealand Anaesthetic Technicians Society Inc.

<b><u>Responsibility</u></b>	<b><u>Actions</u></b>	<b><u>Outcomes</u></b>
<b>Management Team</b>	<ul style="list-style-type: none"> <li>• Report on financial position of the NZATS at all Executive meetings and have the authority to grant or withhold final fiscal approvals.</li> <li>• Manages all aspects of budgets</li> </ul> <p>With financial controls while seeking opportunities to increase revenues and reduce costs</p>	<ul style="list-style-type: none"> <li>• Financial viability is maintained, monitored and continually improved</li> </ul>
	<ul style="list-style-type: none"> <li>• Provision of adequate resources to meet NZATS requirements</li> </ul>	<ul style="list-style-type: none"> <li>• NZATS expectations are constantly met and exceeded</li> </ul>
	<ul style="list-style-type: none"> <li>• Setting of Financial Policy</li> </ul>	<ul style="list-style-type: none"> <li>• NZATS Accounts are audited annually and a repo is presented at the AGM</li> </ul>
<b>Business Activity</b>	<ul style="list-style-type: none"> <li>• Assists the Registrar with the design, development and implementation of the Membership/Registration Database</li> </ul>	<ul style="list-style-type: none"> <li>• NZATS database is updated and membership cards are issued punctually</li> </ul>
	<ul style="list-style-type: none"> <li>• Final approval of resource and product purchases</li> </ul>	<ul style="list-style-type: none"> <li>• NZATS continually maintains and improves quality and service.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensures NZATS complies with all legislative requirements and standard accounting practices</li> </ul>	<ul style="list-style-type: none"> <li>• Business transactions are conducted ethically, morally and legally</li> </ul>

## **APPENDIX E**

### **JOB DESCRIPTION**

**Title of Position:** Registrar/Assistant to the Registrar

**Functional Relationships:** Registration Committee

Overseas Registration Committee

Examination Committee Members

Executive Team Members

Membership of NZATS

Other Health Professional Organisations

### **PRINCIPLE OBJECTIVE:**

To establish, monitor and continually improve the Registers of NZATS in relation to Qualified Members, Trainee Members and Training institutions.

The Registrar processes all the NZ applicants and new graduates, while the Assistant's role will be to collect all the overseas applications and send them to the Registrar and Overseas Registration Committee for assessment and completion of Registration of applicant.

### **KEY RESPONSIBILITIES:**

<b>Responsibility</b>	<b>Actions</b>	<b>Outcomes</b>
Registrar to maintain the Registers of NZATS Inc	Keep a National Register of Qualified Anaesthetic Technicians	Ensure the NZATS Registers for Qualified and Trainee staff is current and accurate.
	Keep a National Register of Trainee Anaesthetic Technicians	
Provide Practicing certificates and Registration Exam Certificate	Issue the Annual Practicing Certificate as per the guidelines of the NZATS	Members have verification of their registration status
	Issue the NZATS Registration Exam certificate on completion of NZATS Training requirements in conjunction with the Education Coordinator	Qualifications/Certificates are issued upon completion of the training requirements.
Reports registration issues as appropriate to the Executive Team	Ensure the registration Database on the NZATS website is kept up to date	Employers have access to current information for training and qualified staff.
	Processes all applications for registration and notifies the Executive team immediately of any registration applications that do not meet the accepted qualifications or guidelines.	All Applications for registration may be considered and processed in a timely manner

<b>Responsibility</b>	<b>Actions</b>	<b>Outcomes</b>
Maintains, and regularly reviews the Registration Regulations in association with the Executive team	To report to the NZATS Executive any changes in registration status of persons registered by the NZATS	All legal and ethical requirements are maintained and quality controls are in place
	Ensures established Registration Regulations are kept up to date in accordance with legal and professional practice meeting any requirements of government.	
Ensures trainees are moved onto the Qualified register as advised by the Education committee in accordance with NZATS guidelines		Members are ensured of current and appropriate Registration regulations for their Profession.
Liaise with Education Coordinator and the Examination Team		Communication between the Education team and the Registration team is maintained
Has meetings with overseas Registration Committee re applicants applying For Registration.		

## **APPENDIX F**

### **Job Description**

**Title of Position:** AUT Liaison Officer

### **Functional Relationships:**

Chairperson

Executive Team Members

Education Provider

Examination Committee

Charge Technicians / Educators

### **PRINCIPLE OBJECTIVE**

The AUT Liaison Officer facilitates the provision of the educational programmes required to ensure the highest quality technical and clinical anaesthetic support.

### **KEY RESPONSIBILITIES**

<b>Responsibility</b>	<b>Actions</b>	<b>Outcomes</b>
Ensures clinical/technical teaching practices meet NZATS standards.	Review documentation of clinical / technical teaching.  Liaise with stakeholders, learning providers and NZATS members.  Organise bi-annual Education Meeting.	Learning outcomes are clear and achievable.  Standard of anaesthetic support throughout NZ is consistent.  Training hospitals are informed of changes to training.
Promotes the highest standard of theoretical learning.	Review, develop and critique learning programmes.  Liaise with stakeholders, learning providers and NZATS members.	Supporting learning is current, relevant and is based at the appropriate academic level.  Educational provider meets needs of students and industry.
Ensures training programmes meet future learning needs.	Review current programmes.  Develop a structured relevant programme.  Liaise with stakeholders, learning providers and NZATS members.	Learning programmes support the professionalism and development of the role of the Anaesthetic Technician.

## **APPENDIX G**

Job Description

**Title of Position:** Registration Examination Coordinator

**Functional Relationships** Chairperson

Executive Team Members

Educational Provider

Examination Committee

### **PRINCIPLE OBJECTIVE**

The Examination co-ordinator facilitates the provision of the NZATS registration Examinations.

<b>Responsibility</b>	<b>Actions</b>	<b>Outcomes</b>
<ul style="list-style-type: none"><li>• Ensures Registrations examinations meet NZATS standards.</li></ul>	<ul style="list-style-type: none"><li>• Supervise the process of the registration examinations</li><li>• Ensure that examiners are up to date with current examination processes.</li><li>• Audits training hospital as required.</li></ul>	<ul style="list-style-type: none"><li>• The examinations are structured around the learning outcomes.</li><li>• The examinations are fair and equitable.</li><li>• Standard of anaesthetic support throughout NZ is consistent.</li></ul>
<ul style="list-style-type: none"><li>• Ensures examination meet future learning needs.</li></ul>	<ul style="list-style-type: none"><li>• Review current examination processes</li><li>• Develop a structured relevant programme.</li></ul> <p>Liaise with stakeholders, learning providers and NZATS members.</p>	<ul style="list-style-type: none"><li>• Learning programmes support the professionalism and development of the role of the Anaesthetic Assistant.</li></ul>

## **APPENDIX H**

### **Job Description**

**Title of Position:** Professional Development Officer

### **Functional Relationships:**

Chairperson

Executive Team Members

Education Provider/s

Charge Technicians / Educators

### **PRINCIPLE OBJECTIVE**

The Professional Development Officer facilitates the development of educational opportunities for Qualified Anaesthetic Technicians to ensure the highest quality technical and clinical anaesthetic support is maintained.

### **KEY RESPONSIBILITIES**

<b>Responsibility</b>	<b>Actions</b>	<b>Outcomes</b>
Ensures clinical/technical practices meet NZATS standards of practice.	Review and develop documentation of clinical / technical practices  Liaise with stakeholders, and NZATS members  Participate in bi-annual Education Meeting.	Anaesthetic Technician's Professional Development portfolio is current, clear and achievable  Standard of anaesthetic support throughout NZ remains consistent  Charge Techs and Educators are informed of initiatives developed by NZATS
Promotes the development of the Anaesthetic Technicians role	Liaise with stakeholders, learning providers and NZATS members	Learning programmes support the professionalism and development of the role of the Qualified Anaesthetic Technician.  Educational provider meets needs of Anaesthetic Technicians and industry.

<p>Review documentation on a regular basis</p>	<p>Review NZATS Standards of practice</p> <p>Develop documentation as required</p>	<p>Ensure the NZATS Standards of practice are current and ensure a high standard of technical and clinical care is delivered</p> <p>Liaise with NZATS committee to ensure the needs of both the Members and the committee are met.</p>
--	---	---

## **Appendix I**

### **Job Description**

**Title of Position:** Communication officer

**Functional Relationships:** Secretary

NZATS Inc Executive

### **Principle Objective:**

The Communication advisor assists in promoting the communication, all services and public image of the organization.

Where possible increase the financial independence of the “NZATS Newsletter”

### **KEY RESPONSIBILITIES:**

- Develop communication objectives and communication plans.
- Identify the most important audiences.
- Arrange Publicity for the organization
- Ascertain issues that affect the organization and use our Newsletter and website as a median.
- Write publications such as newsletters, leaflets and annual reports.
- Assist in editing and organizing the publication of documents.
- Keep members up to date with Society issues and plans.
- Assist organizing promotional events and conferences.
- Assist in maintaining and update the organizations website.

## **APPENDIX J**

Job Description

**Title of Position:** Regional Representatives.

**Functional Relationship:** Chairperson

Members of NZATS

### **PRINCIPLE OBJECTIVE**

To provide communication pathways to the Regional membership.

### **KEY RESPONSIBILITIES:**

<b>Responsibility</b>	<b>Actions</b>	<b>Outcomes</b>
<b>Management Team:</b>	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Shall, prior to all Regional meetings, send to all Regional Members agenda of the meeting (In conjunction with Intermed)</li> <li>• <input type="checkbox"/> Prior to AGM ensure all members receive notice of such meeting and any agenda or remits.</li> <li>• <input type="checkbox"/> To attend own regional meeting and ensure the minutes of the meeting are taken and that a copy is sent to Chairman All Regional Representatives and the Web site manager</li> <li>• <input type="checkbox"/> When a regional vote is required, establish consensus of the regional members and vote according to the majority call.</li> </ul>	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> All Regional Members are aware of meetings and agendas</li> <li>• <input type="checkbox"/> All members are informed of the AGM in and the content of such.</li> <li>• <input type="checkbox"/> Accurate minutes of all meetings are distributed throughout the NZATS and available to all financial members.</li> <li>• <input type="checkbox"/> Members are able to put forward their views</li> </ul>
<b>Administration:</b>	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Shall act as Electoral Officer for all membership voting and will make available to all members the result of any voting.</li> <li>• Communicate any issues not covered by the NZATS's guidelines, which the regional member wishes to have clarified</li> </ul>	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Voting policy is followed and results passed to the membership.</li> <li>• <input type="checkbox"/> Communicate of information occurs in an established manner.</li> </ul>

## **APPENDIX K**

### **Terms of Reference for the Training Committee**

#### Purpose

- To promote, contract and oversee theoretical, practical training for Trainee Anaesthetic Technicians.
- Continue to strive to establish high standards of clinical and technical practice within the training framework
- To approve, assess and monitor hospitals for Training of Anaesthetic Technicians.
- To keep a list of hospitals approved for the practical training.
- To do these things with the delegated approval of the NZATS executive team.

#### **Accountability**

The Training Coordinator shall be a member of the NZATS executive team and as such is accountable to the NZATS.

#### **Membership of the Training Committee**

The Training Committee shall as a minimum consist of  
Training Coordinator

Representative from Affiliated Theoretical Training Provider

Supervisor of Training - Anaesthetist

Supervisor of Training - Anaesthetic Technician

#### **Reporting**

The Training Coordinator shall report to the NZATS executive team for voting any recommendations of the Training Committee.

#### **Requirements of the Training Committee**

- Liaison within the NZATS executive team for Trainee Anaesthetic Technicians
- Ensure communication with all Training Committee members proactively enabling Trainee Anaesthetic Technicians to complete their Training requirements
- Ensure students receive the correct documentation for the duration of their training
- Ensure training enrolments are completed as appropriate
- Ensure appropriate fees are paid on enrolment as Trainee Anaesthetic Technicians
- Assist the Registrar in maintaining the register of Trainee Anaesthetic Technicians

- Maintain the list of training hospitals
- Keep a record of the number of Trainee Anaesthetic Technicians in each Hospital
- Ensure that the Training hospitals are inspected according to the NZATS requirements
- Ensure the Training hospitals continue to meet their obligations for training.
- Actively promote the introduction of New Trainee Anaesthetic Technicians
- Oversee the Training Course with the assistance of the Training providers
- Establish if there is a need to provide further training facilities

## **APPENDIX L**

### **Terms of Reference for the Examination Committee**

#### Purpose

- To coordinate, implement and monitor the examination requirements.
- To liaise with and assist the Theoretical Training Provider in provision of Block Courses.
- To encourage and promote the introduction of new examiners
- To do these things with the delegated approval of the NZATS executive team

#### **Accountability**

The Registrar shall be a member of the NZATS executive team and as such is accountable to the NZATS.

#### **Membership of the Committee**

The Examination Committee shall, as a minimum, consist of  
Chief Examiner Anaesthetic Technician  
Chief Examiner Anaesthetist

#### **Reporting**

The Registrar shall report to the NZATS executive team for voting any recommendations of the Examination Committee.

#### **Requirements of the Examination Committee**

- Organise and oversee each Practical exam according to the NZATS requirements
- Ensure that students receive the appropriate information in relation to the exam
- Ensure that all candidates have paid the appropriate examination fees and have the necessary documentation
- Forward an Exam report including the results of examinations to the NZATS executive team within 2 weeks of the Exam
- Liaison within the NZATS executive team for Trainee Anaesthetic Technicians
- Ensure communication with all Examination Committee members proactively enabling Trainee Anaesthetic Technicians to complete their examination requirements
- Organise and coordinate assistance for Examinations and as appropriate for Block Courses

- Maintain a list of Current available Examiners
- Encourage, coordinate and the implement the introduction of new examiners
- Uphold the standards of examination as set by the NZATS
- Assist the Training Coordinator to keep a record of the number of Trainee Anaesthetic Technicians in each Hospital
- To decide the appropriate candidates for awards and prizes available through the NZATS
- To liaise with the NZATS executive team on setting of Examination dates and places
- Keeping candidates informed of the Examination requirements

## **APPENDIX M**

### **Terms of Reference for the Standards Committee**

#### Purpose

- To assess, monitor and implement Standards of Practice and Codes of Conduct for Anaesthetic Technicians
- To do these things with the delegated approval of the NZATS executive team

#### **Accountability**

The Standards Coordinator shall be a member of the NZATS executive team and as such is accountable to the NZATS.

#### **Membership of the Standards Committee**

The Standards Committee shall, as a minimum, consist of

Standards Coordinator

ANZCA or NZSA representative

Registrar

#### **Reporting**

The Standards Coordinator shall report to the NZATS executive team for voting any recommendations of the Standards Committee.

#### **Requirements of the Standards Committee**

- Ensure all Standards are appropriate to the type of work carried out by Anaesthetic Technicians in New Zealand
- Ensure that Standards remain at least equal to the Legal requirement or expectation
- Ensure that all standards are no less than the requirements set out in the ANZCA policy guidelines
- To monitor the practical application of standards
- To assist the Training review Committee in establishing appropriate training guidelines according to the Standards set
- To liaise with other Allied Health professionals in establishment of appropriate standards
- Coordinate and liaise with ANZCA any recommendations for future standards

## **APPENDIX N**

### **Terms of Reference for the Registration Committee**

#### Purpose

- To assess, monitor and implement registration requirements for all Anaesthetic Technicians
- To perform these duties with the delegated approval of the NZATS executive team

#### **Accountability**

The Registrar shall be a member of the NZATS executive team and as such is accountable to the NZATS.

#### **Membership of the Registration Committee**

The Registration Committee shall, as a minimum, consist of

Registrar

Chief Examiner Anaesthetist

Chief Examiner Anaesthetic Technician

#### **Reporting**

The Registrar shall report to the NZATS executive team for voting any recommendations of the Registration Committee.

#### **Requirements of the Registration Committee**

- Liaise with Government bodies to establish Registration requirements
- Assist the NZATS executive team in implementing Registration regulations
- To promote the Professional registration of Anaesthetic Technicians
- To liaise with other allied health professionals in establishing registration requirements
- To report to the NZATS executive team immediately any changes in the law or governing of registration in relation to Anaesthetic Technicians