

## 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:

Responsibility	Actions	Outcomes
Chairs all Executive team meetings	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.
Regional Representative Coordinator	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.
Is a member of each Committee established to assist the Executive team	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.	NZATS is the recognised professional organisation for those qualified in Anaesthetic Assistance  Continual update of quality standards and service Members encouraged to actively participate in ongoing Professional improvement

**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:** OUT GOING 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.

## 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	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

## 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.

### KEY RESPONSIBILITIES:

<b>Responsibility</b>	<b>Actions</b>	<b>Outcomes</b>
<b>Management Team</b>	Report on financial position of the NZATS at all Executive meetings and have the authority to grant or withhold final fiscal approvals	Financial viability is maintained, monitored and continually improved
	Manages all aspects of budgets With financial controls while seeking opportunities to increase revenues and reduce costs	
	Provision of adequate resources to meet NZATS requirements	NZATS expectations are constantly met and exceeded
	Setting of Financial Policy	NZATS Accounts are audited annually and a report is presented at the AGM
<b>Business Activity</b>	Assists the Registrar with the design, development and implementation of the Membership/Registration Database	NZATS database is updated and membership cards are issued punctually
	Final approval of resource and product purchases	NZATS continually maintains and improves quality and service.
	Ensures NZATS complies with all legislative requirements and standard accounting practices	Business transactions are conducted ethically, morally and legally

## Job Description

**Title of Position:** REGISTRAR / ASSISTANT TO THE REGISTRAR

**Reporting to:** NZATS Inc Executive Team

**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:

Responsibility	Actions	Outcomes
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
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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.		

## 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:

Responsibility	Actions	Outcomes
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.

20/06/2012

## Job Description

**Title of Position:** REGISTRATION EXAMINATION CO ORDINATOR

**Functional Relationships** Chairperson

Executive Team Members

Educational Provider

Examination Committee

### PRINCIPLE OBJECTIVE

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

### KEY RESPONSIBILITIES:

Responsibility	Actions	Outcomes
Ensures Registrations examinations meet NZATS standards.	Supervise the process of the registration examinations  Ensure that examiners are up to date with current examination processes.  Audits training hospital as required.	The examinations are structured around the learning outcomes.  The examinations are fair and equitable.  Standard of anaesthetic support throughout NZ is consistent.
Ensures examination meet future learning needs.	Review current examination processes  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 Assistant.



## 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:

Responsibility	Actions	Outcomes
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>
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## **Job Description**

**Title of Position:** COMMUNICATIONS 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.

## 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:

Responsibility	Actions	Outcomes
<b>Management Team:</b>	<p>Shall, prior to all Regional meetings, send to all Regional Members agenda of the meeting (In conjunction with Intermed)</p> <p>Prior to AGM ensure all members receive notice of such meeting and any agenda or remits.</p> <p>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</p> <p>When a regional vote is required, establish consensus of the regional members and vote according to the majority call.</p>	<p>All Regional Members are aware of meetings and agendas</p> <p>All members are informed of the AGM in and the content of such.</p> <p>Accurate minutes of all meetings are distributed throughout the NZATS and available to all financial members.</p> <p>Members are able to put forward their views</p>

**Shall arrange annually a minimum of 2 regional meetings and 2 educational meetings and notify the executive committee and members of these.**

<p><b>Administration:</b></p>	<p>Shall act as Electoral Officer for all membership voting and will make available to all members the result of any voting.</p> <p>Communicate any issues not covered by the NZATS's guidelines, which the regional member wishes to have clarified</p>	<p>Voting policy is followed and results passed to the membership.</p> <p>Communicate of information occurs in an established manner.</p>
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