

Position Description

Position details

Position Title	Technical Assistant		Department	Emergency
Position No			LHD	
Award Classification	04TA20		Location	
Reports To	Director, Emergency	Hours	38	Duration
Reports directly to			Date Evaluated	
Other Roles Reporting to Position's Manager:				

About the NSW Ministry of Health

With almost a third of the state's budget allocated to the health portfolio, NSW Health is one of its largest human services agencies. For more information go to www.health.nsw.gov.au

Although the Ministry is just one component of the wider NSW Health system it plays a key role in:

- shaping overall policy development, funding strategies and system-wide planning of health services
- partnering with Local Health Districts, NSW communities and organisations to promote health, prevent injury and disease, and drive improvements such as the 'patient journey experience'.

About the (Your Health Service)

Suggest one paragraph

Role and purpose of the (Your Health Service)

Can expand more here, maybe include the key strategic directions of your health service.

Your specific department

A few paragraphs about your department, aims, goals, etc

Position context

Primary Purpose of this Position

Assisting medical and nursing staff under the direction of the senior medical officer and nursing team leader in technical procedures and associated tasks within the Emergency Department.

Roles and accountabilities

Supervision

- The technical assistant works under the direction and supervision of the nursing team leader on a shift-by-shift basis

Technical

- Venepuncture
- Intravenous cannulation
- Arterial blood gases sampling

- ECG recording
- Plaster of Paris splint and cast application

Clerical

- Obtain laboratory results from the HAPS information system.
- Arrange patient investigations requested by medical officers.
- Perform communication function (eg paging, telephone answering)
- Retrieval of patient records
- Completion of EDIS data entry
- Other EDIS related activities (eg Error Report)

General

- Re-stocking of equipment and supplies relevant to tasks performed (e.g. IV trolley, plaster trolley).
- Assistance with procedures conducted in the ED.
- Inventory of broken/damaged equipment and arrange for repair/ replacement.
- Assist in conducting ED Clinics (e.g. Fracture Clinic).
- Attend in-service training.
- Other duties appropriate to the level and responsibility of the position.

Teaching

- Instruction of medical students, junior medical staff and nursing staff in the performance of technical procedures.

Secondary roles

- Where time permits, the technical assistant may be called upon to assist members of staff in such activities as general re-stocking and bed making.

Caveats

- The technical assistant does not handle or administer drugs.
- Not to provide, discuss or relay any information of a clinical nature to ED clients or relatives except under the specific direction of the nursing team leader or delegate.

Key skills and experience

1. Demonstrated effective organisational and communication skills.
2. Demonstrated ability to work effectively as a member of a multidisciplinary team.
3. Good communication skills.
4. Venepuncture skills.
5. Familiar with the use of information management systems
6. Experience in taking arterial blood gases

7. Experience in cannulation.
8. Experience in medical terminology
9. Experience in application of Plaster of Paris splints and casts
10. Experience in training other staff
11. Experience in recording Electrocardiographs

Attachments

(your local health service) Organisation Chart	<input type="checkbox"/> Yes <input type="checkbox"/> No
(your departments) Organisational Chart	<input type="checkbox"/> Yes <input type="checkbox"/> No

Certification

We have read the above position description and are satisfied it accurately describes the position.

Position Holder's Name	
Signature	
Date	
Manager's Name	
Signature	
Date	

Organisation Charts