



**MEDICAL SCIENCES COUNCIL
OF NEW ZEALAND**

TE KAUNIHERA PŪTAIAO HAUORA O AOTEAROA

Continuing Professional Development (CPD) for Anaesthetic Technicians

October 2012

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Foreword

The Medical Sciences Council of New Zealand (the Council) is pleased to present these continuing professional development (CPD) guidelines for Anaesthetic Technicians working in New Zealand. The relatively late entry (April 2012) of the anaesthetic technology profession into the statutory regulation sector under the Health Practitioners Competence Assurance Act 2003 has presented a number of advantages when developing the detailed framework for the regulation of Anaesthetic Technicians. One such advantage for the Council has been the opportunity to review what other regulatory authorities, both here in New Zealand and overseas, have established and refined over the last few years in respect of CPD frameworks. This information has been invaluable in assisting the Council with the development of its CPD framework for Anaesthetic Technicians.

As a registered health professional you have a responsibility to keep your skills and knowledge up-to-date by actively engaging in relevant CPD. CPD is the hallmark of the professional.

As a registered Anaesthetic Technician, the Council requires you to engage in CPD. Renewal of your annual practising certificate is dependent on your engagement in CPD activities. You may be selected to have your CPD audited by the Council - an annual audit of 10% of registered Anaesthetic Technicians will be undertaken by the Council each year.

These guidelines are aimed to help you to:

- Understand the purpose of CPD; and
- To meet the Council's minimum CPD requirements

The guidelines are also available electronically on the Medical Sciences Council website at <http://www.msccouncil.org.nz>

Any feedback you may have in respect of the guidelines is welcomed and may be addressed to the Council's Registrar:

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**MEDICAL SCIENCES COUNCIL
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Section One:

Introduction

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1. Introduction

Anaesthetic Technicians registered with the Medical Sciences Council of New Zealand (the Council) are required to maintain their competence under the Health Practitioners Competence Assurance Act 2003 (the Act).

The Council is responsible for protecting public health and safety through setting and monitoring the professional competence and fitness to practise standards for all registered Anaesthetic Technicians.

The Council's CPD framework has been developed in alignment with Section 41 of the Act.

1.1 What is CPD?

The ultimate purpose of CPD is to contribute to high-quality patient care.

While the definitions of CPD are many they tend to be based on a number of common themes. The Council considers the following two definitions are reasonable descriptions of the underlying principles for the CPD framework it has adopted for Anaesthetic Technicians:

"Continuing professional development is a range of learning activities through which health professionals maintain and develop throughout their career to ensure that they retain their capacity to practise safely, effectively and legally within their evolving scope of practice"

Health Professions Council (United Kingdom)

"Continuing professional development should be:

- *Continuous - professionals should always be looking for ways to improve performance*
- *The responsibility of the individual to own and manage*
- *Driven by the learning needs and development of the individual*
- *Evaluative rather than descriptive of what has taken place*
- *An essential component of professional life, never an optional extra"*

Chartered Institute of Personnel and Development (United Kingdom)

1.2 The Value of CPD

CPD will help you to maintain high levels of professional competence through continually upgrading your skills and knowledge. CPD:

- Ultimately benefits patients as it should lead to improved peri-operative services
- Gives the Council, the public, and the health sector confidence that you are continuously improving your skills, knowledge and expertise
- Allows for you to take responsibility for your lifelong learning
- Fosters excellence in the anaesthetic technology profession
- Helps you to be accountable for remaining current in your practice
- Enhances your professional image and ability to work in different areas
- Helps with your future career prospects
- Can be used to plan career changes

1.3 CPD - Recertification - Annual Practising Certificates

Recertification is the term used for the process through which you demonstrate your competence to practise as an Anaesthetic Technician, and for the Council to issue you with an annual practising certificate (APC).

Before the Council issues you with an APC, you must be able to demonstrate that you are participating in CPD.

You are responsible for managing your own CPD so as to demonstrate you are continuing to meet the competencies required to practise as an Anaesthetic Technician.

1.4 CPD and Anaesthetic Technician Competencies

You must meet the minimum competencies and standards that the Council has specified for Anaesthetic Technicians.

These core competencies and standards:

- Contain the minimum clinical, cultural and ethical competencies and standards that Anaesthetic Technicians are expected to maintain and practise.
- Include the attitudes and values that all Anaesthetic Technicians must perform to acceptable ethical, cultural, legal and regulatory standards.
- Inform the New Zealand public of the standards that Anaesthetic Technicians must observe.
- Are used as a basis for the assessment of applications for registration.
- Are a resource for institutions offering the prescribed qualifications in anaesthetic technology or examinations for Anaesthetic Technicians.
- Provide a cross-reference/assessment tool against which to measure overseas applicants' qualifications for registration in New Zealand.
- Provide the standards when carrying out any reviews of professional competence.
- Provide a measurement tool against which to monitor programme delivery in educational institutions.

All Anaesthetic Technician competencies are equally important. They have been broadly described especially as Anaesthetic Technician practice will change over time in response to changing health needs of communities and changing technologies.

You are expected to plan your CPD activities in alignment with the core competencies. A copy of the *Competencies for Anaesthetic Technicians* is provided in the Appendices of these guidelines (Section Six). You may also download a copy of the competencies from the Council's website at www.msccouncil.org.nz



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Section Two:

CPD for Anaesthetic Technicians

2. CPD for Anaesthetic Technicians

When deciding on your priorities for CPD you will need to consider what kinds of CPD will be the most effective for developing your practise as an Anaesthetic Technician. This means you will need to continually show that you are improving relevant knowledge and skills in your anaesthetic technology practise.

In this sense CPD is personalised and any activities that you undertake to keep up-to-date with developments in anaesthetic technology and to keep abreast of changes in technology will count as meaningful CPD.

This section outlines the minimum CPD standards set by the Council which you must meet as a registered Anaesthetic Technician.

2.1 Do I have to engage in CPD?

In short, yes. CPD is critical to you continuing to not only maintain, but to develop and enhance your competencies as a health professional who has responsibilities for contributing to the provision of safe and effective peri-operative services for users of healthcare services in New Zealand.

Issue of your APC is dependent on you being able to demonstrate to the Council that you are actively engaged in CPD. The Council will undertake an annual audit of 10% of Anaesthetic Technicians on the register to evaluate individual's compliance with the Council's standards for CPD. (Section Four provides more detailed information on the Council's CPD audit process).

2.2 How much CPD do I need to do?

As a registered Anaesthetic Technician you are responsible for driving your own CPD activities. Your engagement in CPD should be continuous and ongoing.

However to assist with meeting its responsibilities under the Act, the Council has set a number of minimum standards that you must meet in respect of your CPD activities. We do encourage you to always strive towards engaging in CPD that is more comprehensive than these minimum requirements. Remember, CPD is more than just meeting regulatory requirements - it demonstrates your professionalism and adds value to your professional practise and future career options.

The Council expects that you will be able to demonstrate you are engaged in continuous and ongoing CPD activities that involve a mixture of learning activities. You must also be able to articulate how your CPD activities have impacted on your practise as an Anaesthetic Technician. This can be done by using the professional development cycle as explained in Section Three of these guidelines.

As a minimum you must be able to demonstrate that:

- 1) You have a documented annual Professional Development Plan; and

- 2) You have undertaken a minimum of 60 hours of CPD for each three-year CPD period; and
- 2) Over the three-year CPD period you have undertaken at least one CPD activity in three of the four learning categories defined and approved by the Council; and
- 3) For each CPD activity undertaken you have supporting documentation as evidence of your participation in that activity.
- 4) Your CPD records must show how each of the CPD activities have impacted on your everyday clinical practise as an Anaesthetic Technician. (This is commonly referred to as *reflective practice* and more information is provided on this in Section Three of these guidelines.)

2.3 How can I plan for my CPD?

There is no "right" or "wrong" way to approaching CPD. However the Council supports taking a structured approach to CPD, that is, tracking your professional development as it takes you through a reflective practice cycle from planning to impact assessment.

The Council therefore recommends that you use the professional development cycle as presented in Section Three of these guidelines as a way of systematically planning your CPD.

2.4 What sort of activities count as CPD?

You should select CPD activities that will improve and enhance your practice as an Anaesthetic Technician. You should also select CPD activities that will suit your own style of learning and that allow you to easily recall the information.

Your CPD activities should be related to your learning objectives that you set out in your Professional Development Plan.

When selecting your CPD activities you need to remember that the Health Practitioners Competence Assurance Act 2003 requires you to demonstrate that your professional practise includes both cultural competence and ethical conduct. You should aim to provide evidence of this within your CPD activities.

Activities that are a component of your job description are not usually considered as CPD unless you can demonstrate your own learning through critical reflection.

As a rule of thumb, if you are in doubt about whether or not an activity qualifies as CPD ask yourself the following questions:

- What did I learn from this activity?
- How did this activity contribute to my professional development?
- How did it/will it help me to maintain or enhance my competence?

The type and nature of CPD activities to help you improve and broaden your anaesthetic technology knowledge and skills are many and varied. The following examples are offered as suggestions for some of the activities through which you can develop your professionalism. This list is by no means exhaustive and will be updated as we find examples from you and your colleagues of what different health professionals are doing to enhance their professional practices.

The activities in the following table are not presented in any particular order of importance and/or preference.

Remember that you must be able to demonstrate that for each three-year CPD period you have engaged in at least 60-hours of CPD activities AND that those CPD activities include at least three of the four learning categories identified below:

Examples of CPD Activities in the Four Learning Categories

Work-Based <i>Learning gained from the work you do within your professional environment</i>	Professional Activities <i>Learning gained from your involvement as an Anaesthetic Technician</i>
Accreditation preparation Case studies Clinical audit Health and Safety courses In-service training Journal club Meetings with CPD content Peer review Project work Significant analysis of events Preparation of work/lectures pertaining to the supervision of staff/students (when this is not a component of your everyday work routine)	Assessor/Auditor/Advisor Examining/marking Lecturing/teaching/tutoring Active engagement with a specialist interest group relating to anaesthesia practise Mentoring NZATS participation Participation with other professional bodies Presentations at conferences Quality improvement activities Research/research supervision
Formal Education <i>Organised study/learning and presentations either as a recipient or a provider of education</i>	Self-Directed <i>Learning generated by you and that is relevant to your professional practice</i>
Courses/conferences/seminars Planning or developing a course Postgraduate study Research Writing articles or papers	Accessing knowledge via the internet and other media Learning from observation/evidence by self-reflection Reviewing books/articles/journals/DVDs Self-directed distance learning



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Section Three:

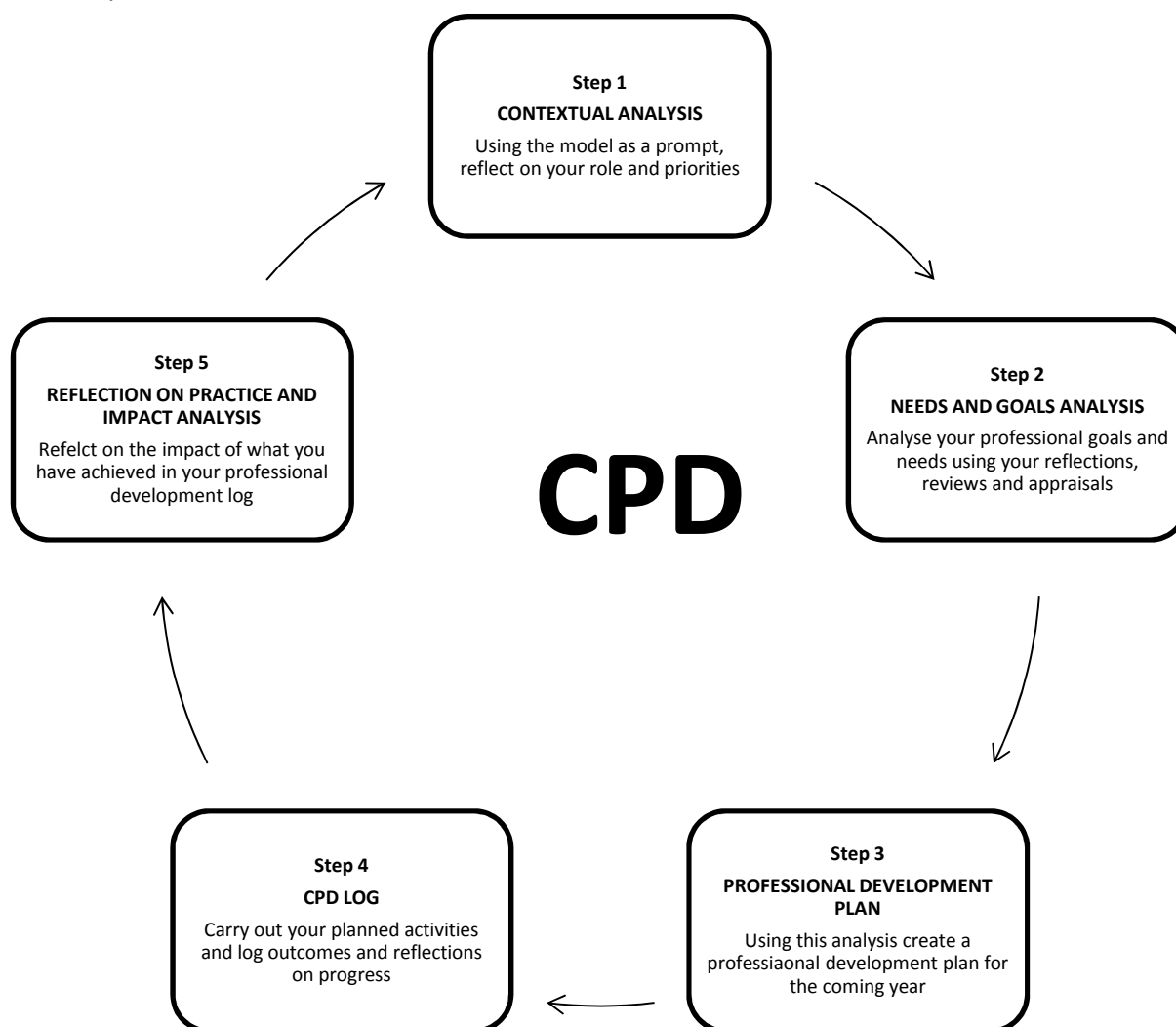
Reporting and Documentation

3. Reporting and Documentation

You must maintain a continuous, up-to-date and ongoing record of your CPD activities. Your CPD records need to show that you can demonstrate reflection, improvement and positive impact on your practise as an Anaesthetic Technician.

Your CPD should consist of activities that are most relevant to your own professional needs and goals.

The Council recommends that you use the following model¹ to plan, implement and record your CPD activities.



A word of caution - your learning and development will not always follow these steps neatly and in sequence. It is quite appropriate that you address a particular stage of this process when you see it as relevant and timely to your own developmental journey. But at the outset, particularly if you are not experienced at planning CPD, a systematic approach helps.

¹ Reference Source: Guidelines for your continuing professional development (CPD). Institute for Learning at www.ifl.ac.uk

3.1 Contextual Analysis

You will need to begin reflecting on the relationship between the competencies for Anaesthetic Technicians and the development of your professional practise.

Think about the context in which you work, what the key priorities are for keeping up-to-date in anaesthetic technology and in approaches to working as a member of the peri- operative team.

3.2 Needs and Goals Analysis

Analyse your priority areas using appropriate forms of evidence such as: feedback from colleagues, patients, supervisors, etc.; impact evaluation; and employment performance appraisals.

Also undertake a critical self-assessment of your needs and goals for the coming year that will address identified areas for development.

3.3 Professional Development Plan

Using your needs and goals analysis, identify professional development activities that you think will address your needs. Think carefully about the type of activity as well as the focus or topics that are most likely to be effective for you.

Create a professional development plan that states:

- Why you want to engage in each activity
- When you expect to achieve each activity
- What you expect to gain from each activity
- How you will measure if the activity has been successful for you

To assist the Council with using a consistent auditing process for evaluating Anaesthetic Technicians CPD, you are expected to use a standardised professional development plan template (see Appendices section). The template can also be downloaded from the Council website at www.msccouncil.org.nz

Please note if you are selected for an audit, you will be required to provide a copy of your Professional Development Plans you have used over the previous three-year CPD period.

3.4 CPD Log and Supporting Evidence

Carry out the activities identified in your plan, keep an account of the activities you complete with dates and the time spent together with your reflections on progress and the difference the activities are making to you, your colleagues and patients.

A CPD Log template is provided in the Appendices for your use. The CPD Log is an ongoing record of all CPD activities you have undertaken.

If called for audit you will be required to provide a copy of your CPD Log as well as copies of supporting documented evidence of your engagement in CPD activities for that three-year period. It is therefore essential that you retain all relevant evidence. You must ensure your supporting documented evidence pertains to you personally.

As you may be called for an audit of your CPD engagement within any one year, the Council requires you to retain your supporting evidence for at least three years. However, for your own personal reference, a longer period is recommended.

The following table provides some examples of appropriate supporting evidence within each of the four CPD categories.

Examples of Supporting Evidence for Each CPD Category

Work-Based <i>Learning gained from the work you do within your professional environment</i> <ul style="list-style-type: none"> • Completed case study reports • Minutes from relevant meetings/project meetings • Peer review document (including identification of both parties) • Standards/guidelines that include identification of your involvement • Letters/forms/questionnaires • In-service attendance records 	Professional Activities <i>Learning gained from your involvement as an Anaesthetic Technician</i> <ul style="list-style-type: none"> • Minutes from professional meetings including identification of your attendance and contribution to the meeting • Record of participation in quality improvement activity • Presentations including personal identification • Research article or progress report • Record of participation as a supervisor - e.g. contract • Discussion group subject and list of attendees • Record of participation as an assessor/advisor/auditor/mentor • Meeting attendance records
Formal Education <i>Organised study/learning and presentations either as a recipient or a provider of education</i> <ul style="list-style-type: none"> • Course certificate • Academic transcript • Evidence of participation in research • Course materials you have produced • Articles you produced for publication 	Self-Directed <i>Learning generated by you and that is relevant to your professional practice</i> <ul style="list-style-type: none"> • Internet search - search criteria and highlighted article or with a written summary downloaded from website • Course assignments • Record of observation with personal notes • Retained articles with annotated notes • Précis or review notes of books/DVDs • Critical literature reviews that you have written

3.5 Reflection on Practice and Impact Analysis

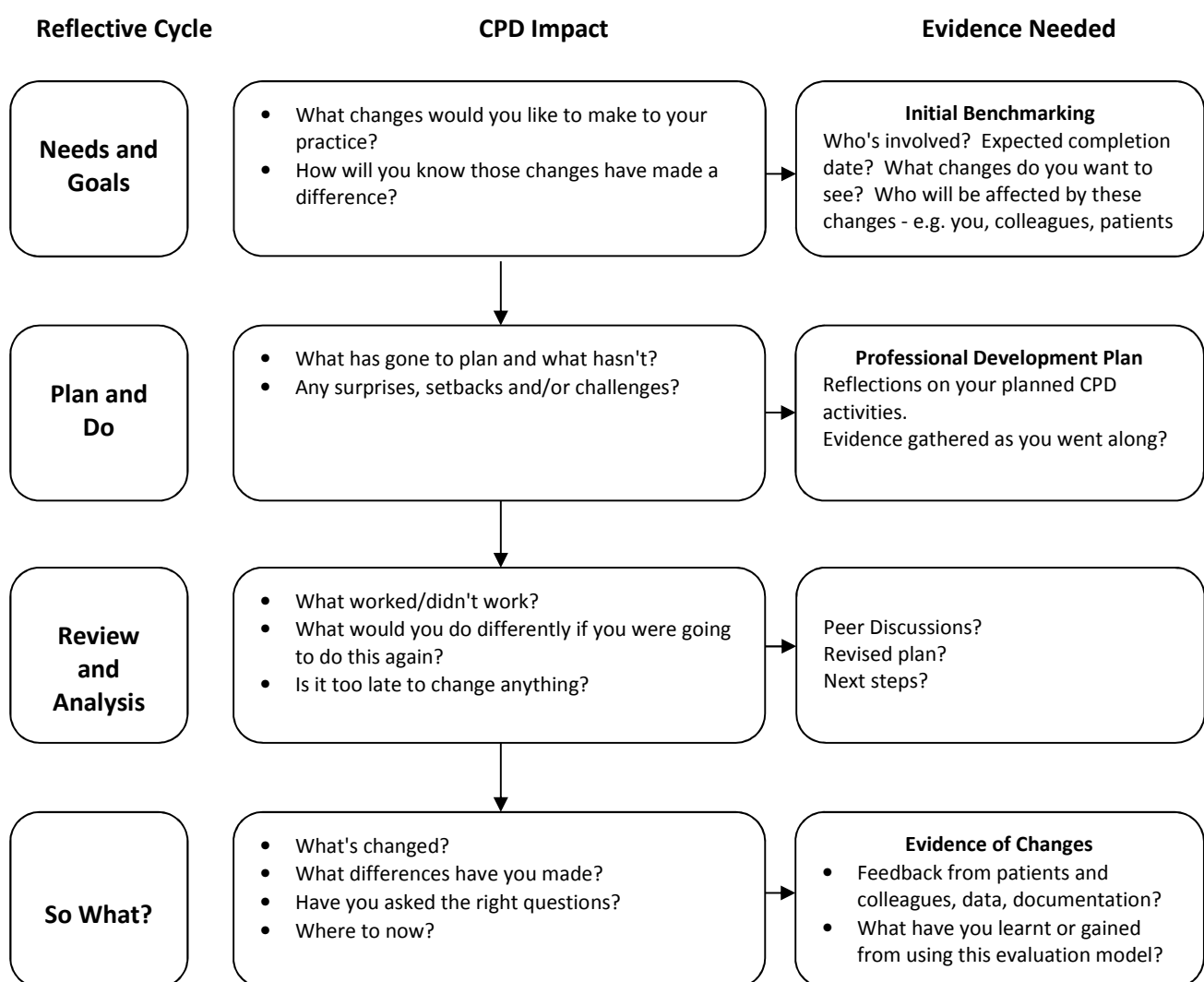
Reflecting on the impact of each of your CPD learning activities has had on your professional practise and on your colleagues and patients is a critical aspect of your CPD. Critical reflection will help you when reviewing and setting your ongoing CPD goals

Critical reflective practice is a core requirement of your engagement in CPD activities. Reflection requires you to question the 'givens', assumptions and sometimes uncertainties of an action. Critical thinking requires you to problem solve and work towards a solution.

When planning or evaluating your CPD, you should think about the possible or actual outcomes from different perspectives – including your own, your colleagues, your patients, and from a theoretical viewpoint. For added rigour you could reflect on the outcomes of a CPD activity with a colleague or group of colleagues and ask them to provide constructive critical feedback.

3.5.1 CPD Impact Evaluation Model²

You can use the following model to critically reflect on the impact of what you have done. This involves deciding what you want to achieve at the outset of your professional development activity and then measuring how far you have done that.



² Reference Source: Guidelines for your continuing professional development (CPD). Institute for Learning at www.ifl.ac.uk



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Section Four:

Compliance and Auditing

4. CPD Compliance

Compliance with the Council's CPD standards is monitored in two ways.

1. Each year when you apply to have your APC renewed you will be required to sign a self-declaration that you are actively engaged in CPD activities and have met the Council's minimum CPD requirements. Should it be discovered that you have made a false declaration the Council may take further action under Section 172 of the Act.
2. Each year the Council will audit a selection of Anaesthetic Technicians and evaluate their CPD records against a set of standard compliance criteria. Failure to meet the CPD standards may impact on you being issued with an APC for the upcoming renewal year.

4.1 Annual Audit of CPD Compliance

Each year the Council will select 10% of all currently practising Anaesthetic Technicians to participate in an audit. If your name is chosen for audit, participation is mandatory.

The audit helps the Council to promote and ensure the ongoing competence of practitioners on its register. The audit provides the Council with information to gauge whether practising Anaesthetic Technicians are using CPD to maintain and demonstrate their competence.

The CPD audit may be extended to Anaesthetic Technicians outside of the annual selection criteria. This includes (but is not limited to) Anaesthetic Technicians who:

- Were granted an exemption from a previous audit.
- Did not respond to or participate in a previous audit notification
- Have been flagged by the Council as needing to undergo a further audit due to concerns raised in a previous audit
- Have recently returned to the profession after an absence of more than three years
- Have been directed by the Council to participate in the audit as an outcome of a competence review or following a disciplinary hearing

4.2 Timing of the Audit

The Council's CPD framework is a rolling three-year period. This means that for each audit, CPD activities will be evaluated over the practising year in which audit selection occurs and the previous two year period.

The first audit to be undertaken by the Council will be scheduled for 2014. As the Council's CPD framework does not come into effect until January 2013, this means that the first audit will evaluate CPD activity undertaken in the previous one-year period (rather than the usual previous two-year period).

The annual audit will be conducted between September - October of each year. This then allows approximately 5-6 months should you be required to take remedial action to meet your CPD obligations and be issued with an APC for the next year.

You will be notified at least six weeks prior that you have been selected for an audit and informed of what you have to do to meet the Council's audit requirements.

4.3 Preparing for an Audit

If you have followed the Council's guidelines for reporting and documenting your CPD, you will be well-prepared if you are selected for an audit, and it should be simply a matter of you taking time to double checking your CPD records before copying them and sending them to the Council by the stated date.

It is important that you **do not send your original documents**, photocopies are acceptable. Any handwritten documents, such as personal notes, must be legible.

You will be required to provide a **copy** of your following CPD records

1. Professional Development Plan.
2. CPD Log. You will need to ensure that your CPD Log shows that you have engaged in at least 60 hours of CPD activities over the rolling three-year CPD period **and** that over that period you have engaged in at least one CPD activity in three of the four learning categories.
3. Supporting documented evidence for the CPD activities as stated on your CPD Log.

Each piece of evidence must be personalised in some way to verify *your* involvement in the CPD activity and dated so it can be confirmed that the activity occurred within the audit timeframe

You must forward your CPD information by the date as stated in your notification letter.

4.4 Audit Process

Once your CPD information has been administratively checked, you will be sent an acknowledgment receipt and either advised that it has been forwarded onto a CPD assessor, or you are required to provide further information.

The Council will contract experienced Anaesthetic Technicians to evaluate CPD information, using predetermined criteria. Your CPD information will be sent to one of these assessors who will prepare an audit report for the Council summarising the findings of their evaluation.

At the conclusion of the process you will be advised of your audit result.

4.5 Audit Criteria

Your CPD information will be assessed according to a common set of criteria. A copy of these criteria is provided in the Appendices section of these guidelines.. You are able to use these criteria as a way of checking you are continuing to meet your CPD requirements, even in the absence of a formal audit.

4.6 Non-Compliance with the Audit Standards

Non-compliance may occur at one or more levels including:

- 1) Failure to meet the document requirements of the audit. For example, you were unable to provide evidence to support your CPD activities as stated on your CPD Log.
- 2) Failure to meet the competence requirements of the audit. For example, you have not recorded sufficient participation in CPD activities relevant to your role as an Anaesthetic Technician.
- 3) You have not provided a Professional Development Plan.

All instances of non-compliance will be referred to the Council's Anaesthetic Technicians Advisory Committee who will consider each case individually. The Committee may refer the matter to a full Council meeting.

Wherever possible, non-compliance with the Council's CPD audit standards will be managed through a supportive and educative approach. We will work with you to help you to meet the Council's CPD requirements. However, significant and/or persistent non-compliance may result in conditions being placed on your scope of practice.



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Section Five:

Frequently Asked Questions

Q. I only work part-time - will I be required to complete the same amount of CPD as a fulltime Anaesthetic Technician?

A. Yes. All Anaesthetic Technicians, irrespective of whether they work part-time or fulltime, on a permanent, temporary, or casual basis, are required to meet the minimum CPD standards set by the Council. You are responsible for selecting CPD activities that best suit your learning needs.

Q. I am going on parental leave/extended leave. Will I still have to do CPD while not at work?

A. Some practitioners choose to continue with their professional development activities even when taking a career break (for whatever reason). While the Council does not require you to do this, continuing your CPD activity even when not actively practising anaesthetic technology can assist you when you decide to return to the workforce.

If you are called for an audit when having a career break, you can apply to the Council for an exemption for either the full CPD period or a portion of that CPD period.



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Section Six:

Appendices

Competencies for Anaesthetic Technicians

The Profession of Anaesthetic Technology

Anaesthetic Technology is the provision of perioperative technical management and patient care for supporting the provision of quality health care and safe anaesthetic services in New Zealand accredited health facilities

Activities included in this definition, but not limited to, are:

- anaesthetic related research and development
- applied science and anaesthetic technology education
- advanced patient monitoring
- collection of samples for diagnostic investigation
- management

Anaesthetic Technician Scope of Practice

An **Anaesthetic Technician** is a member of an anaesthetic care team, working collaboratively with other health professionals.

An Anaesthetic Technician:

- Utilises technical and clinical judgment to assess peri-operative requirements and provide patient care and assistance during all aspects of anaesthetic administration and during anaesthetic related procedures.
- Cannot prescribe and/or administer agents used for general anaesthesia and/or sedation independently. Administration of anaesthetic agents can only occur in an assisting role under the direction of a Medical Anaesthetist³, or Intensive Care Specialist.
- Provides support to the Medical Anaesthetist/Intensive Care Specialist and collaborates and works alongside other health professionals during peri-operative, intervention and investigative procedures.
- Provides anaesthetic assistance in operating departments, radiology and MRI units, intensive care, obstetric and emergency departments and any other area where anaesthesia is administered.
- Provides support for the safe transportation of patients, within the hospital environment and/or between other hospitals or surgical healthcare facilities.
- Works as a team member alongside other health workers⁴
- Provides physical and emotional support to the patient to enhance the safe outcome of anaesthetic procedures.
- Anticipates and prepares the equipment, monitoring and other requirements specific to each anaesthetic procedure.

³ In this context "Medical Anaesthetist" includes Anaesthetists in training

⁴ This may include working alongside people who are unregistered and/or unqualified

Introduction

This document describes the competencies required for registration with the Medical Sciences Council of New Zealand in order to practise as an Anaesthetic Technician in New Zealand.

These competencies support a number of purposes including:

Describe the minimum clinical, cultural and ethical competencies and standards that Anaesthetic Technicians are expected to maintain and practise.

Include the attitudes and values that all registrants must perform to acceptable ethical, cultural, and legal standards.

Inform the public of New Zealand of the standards Anaesthetic Technicians will observe.

Used as a basis for the assessment of applications for registration.

They underpin the content of the Anaesthetic Technician registration examination

They are a resource for educational institutions offering the prescribed qualification in anaesthetic technology.

Provide a cross-reference/assessment tool against which to measure overseas qualifications for registration in New Zealand.

Provide the standards when carrying out any reviews of professional competence.

Provide a measurement tool against which to monitor programme delivery in educational institutions.

Competency One: Demonstrates Professional Responsibility

Outcomes

Acts in accordance with ethical, legal, professional and regulatory requirements

Standards

- 1.1 Practice complies with the Health Practitioners Competence Assurance Act 2003
 - Understands requirements for registration and practice as a health practitioner in New Zealand
 - Practises within the Anaesthetic Technician scope of practice and within any conditions specified, and holds a current practising certificate
- 1.2 Complies with other relevant legislation and codes including:
 - Code of Health and Disability Services Consumers' Rights
 - Health Information Privacy Code
 - Medicines Act 1981
 - Misuse of Drugs Act
 - Australian and New Zealand College of Anaesthetists Guidelines
- 1.3 Maintains the privacy and confidentiality of patients.
- 1.4 When appropriate, the Anaesthetic Technician ensures informed consent is obtained prior to any medical or surgical treatment, investigative or interventional procedure.
- 1.5 Applies the principles of quality assurance and improvement: to anaesthetic technology practice
 - Understands and accesses workplace policies and procedures to meet and improve performance standards
- 1.6 Manages workload and resources effectively and efficiently including:
 - Prioritising workload.
 - Responding to urgent requests.
 - Timely completion of tasks.
- 1.7 Demonstrates problem solving skills:
 - Initiates resolution of problems.
 - Evaluates outcomes and modifies processes where appropriate.
- 1.8 Works collaboratively:
 - Demonstrates good working relationships with colleagues and service users.
 - Contributes to team objectives.
 - Shares knowledge and supports colleagues.
- 1.9 Demonstrates accountability:
 - Maintains accuracy.
 - Takes responsibility for professional decisions and actions.
 - Recognises limitations in knowledge, skills and experience and seeks assistance when required.

- Takes appropriate action when stress or other mental or physical conditions affect the ability of self or colleagues to function as a health practitioner.
- 1.10 Takes responsibility for the training, direction and/or supervision of others, as appropriate
- Where appropriate takes responsibility for training of staff.
 - Where appropriate takes responsibility for supervision of trainee Anaesthetic Technicians
- 1.11 Maintains current knowledge in Anaesthetic Technology:
- Continues to develop knowledge and skills
 - Actively engages in a Council-approved recertification programme
 - Critically reviews and evaluates new and existing methods and applies new procedures as appropriate.
 - Reviews effectiveness of practice and modifies accordingly.

Competency Two: Demonstrates Professional Practice

Outcomes

Provides dedicated professional, clinical and technical assistance to the Medical Anaesthetist or Intensive-Care Physician; and

Protects patients from physical danger and avoidable risk.

Standards

- 2.1 Demonstrates understanding and knowledge of the principles and processes of anaesthetic practice.
- 2.2 Demonstrates knowledge of the equipment required for anaesthetic procedures including functions, application and hazards in practice.
- 2.3 Demonstrates the correct and safe operation of anaesthesia equipment:
 - Preparation of the anaesthetic machine, ancillary, monitoring, intravenous administration, warming, emergency and resuscitation equipment, ensuring it is in a safe, clean and functional state.
 - Cleaning, decontamination and/or sterilisation, storage, care and maintenance of anaesthetic equipment.
 - Appropriate disposal of single use items is understood and processes followed as part of daily practice.
- 2.4 Takes appropriate measures when stress or other mental or physical conditions affect the ability of self or colleagues to function as a health practitioner.
- 2.5 Ensures the ready availability of appropriate pharmacological agents, and intravenous fluids including blood and blood products and checks items appropriately.
- 2.6 Demonstrates understanding and knowledge of the principles and practice of:
 - Aseptic technique.
 - Universal Standards.
 - Infection Control.
 - Occupational Health and Safety.
 - Waste Management.
 - Risk Management.
 - Stock control.
- 2.7 Works in a systematic and planned approach to meet the needs of the patient:
 - Collaborates with the Medical Anaesthetist to deliver the appropriate anaesthetic plan for each patient
 - Confirms patient identity, allergy status and procedure
 - Ensures informed consent has been obtained prior to any medical or surgical treatment investigative or interventional procedure, as appropriate
 - Assists with patient positioning, ensuring their privacy and dignity is maintained throughout the procedure
 - Checks patient for signs of emotional stress and reassures and comforts patient in a timely and effective manner
 - Acts as an advocate for the patient

- Checks that documentation is correct and readily available
- Provides support for the safe transportation of the patient

2.8 Ensures patient, personal, colleague and public safety

- Practises in accordance with health and safety legislation and workplace safety policies and procedures
- Identifies and manages environment hazards including fire, electrical, mechanical, biological, chemical, radiation and Occupational Overuse Syndrome
- Handles, stores, transports and disposes of hazardous chemical and biological material appropriately
- Evaluates practice to provide safe outcomes

Competency Three: Demonstrates Sound Interpersonal Skills

Outcomes

Communicates effectively with patients, colleagues, other health professionals and the public.

Works collaboratively as a member of the anaesthetic team

Standards

- 3.1 Demonstrates competence in written and oral English.
- 3.2 Uses appropriate language in context.
- 3.3 Accurately records and reports patient needs and outcomes in a clear, timely and appropriate format.
- 3.4 Uses a range of communication skills to convey information and instructions:
 - Ensures all communication is clear, concise and accurate.
 - Communicates in a style and format to meet needs of listeners, recognising cultural differences that may affect communication.
- 3.5 Works collegially and communicates effectively with other Anaesthetic Technicians and health professionals

Competency Four: Demonstrates Culturally Safe Practice

Outcomes

Takes the socio-cultural values of others into account in all aspects of daily practise.

Incorporates the principles of the Treaty of Waitangi into daily practise

Standards

- 4.1 Demonstrates an understanding of the principles of the Treaty of Waitangi - Participation, Partnership and Protection.
- 4.2 Incorporates the four cornerstones of Maori health - whanau (family health); tinana (physical health); hinengaro (mental health); and wairua (spiritual health) – into Anaesthetic Technology practice.
- 4.3 Recognises own beliefs, values and prejudices and the impact these may have on patients and colleagues.
- 4.4 Recognises cultural diversity including, but not limited to, ethnicity, culture, age, gender, sexual orientation, migrant experience, disability.
- 4.5 Recognises and responds to the values, beliefs and cultural practices of patients when undertaking anaesthetic procedures
- 4.6 Practises in a manner that is respectful and inclusive of others.

Professional Development Plan⁵

Name:		Registration Number:		
For Period From to				
Planned Outcome: Where do I want to be by the end of this period? What do I want to be doing? (This may be evolutionary or 'more of the same')				
What do I want to learn?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be?	Target dates for review and completion
Be specific - clearly describe what you are planning to learn. Check - is this realistic but challenging?	Take account of your preferred learning style Detail the specific actions you are planning Plan a mix of activities - work-based, professional activities, formal education, self-directed learning	The costs in time and money Whose support do you need to turn this plan into reality - a colleague, manager, mentor, employer, friend, professional body, etc? Support is often essential in making informed decisions to provide you with ongoing motivation to keep you on target	What will you have learned (learning outcomes? This is the measure to show that you have achieved your objectives. This could be a qualification; completion volume or quality of work required (e.g. against key result areas/performance indicators); being able to put new skills into practice; improved management effectiveness	The date by which you plan to review your progress - be realistic! The date by which you intend to have achieved this part of your development plan. Again, be realistic - small successes achieved quickly will provide motivation towards longer term goals.

⁵ Reference Source: Guidance Notes Continuing Professional Development Plan. CIPD at www.cipd.co.uk

CPD Log⁶

Name:						
CPD Year:						
Date	Learning Category	CPD Activity and CPD Provider (if appropriate)	Time Spent	How has this impacted on my professional practise?	Time Spent	Supporting Documents

⁶ Reference Source: Recertification Guidelines. Guidelines for Continuing Professional Development for Physiotherapists. Third Edition. January 2012. Physiotherapy Board of New Zealand

CPD Audit Standards⁷

Standard	Standard not Met	Standard Partially Met	Standard Met
1. The Anaesthetic Technician must maintain a continuous, up-to-date and accurate record of their CPD activities	Did not provide evidence that they have kept a record of their CPD	There is some evidence of keeping a CPD record	There is evidence that the Anaesthetic Technician has maintained a record of their CPD activities and as part of the supporting evidence has sent in a brief summary of all the CPD they have undertaken
2. The Anaesthetic Technician must demonstrate their CPD activities are a mixture of learning activities relevant to current or future practice	Has not undertaken any CPD activities Or CPD consists of only one learning category Or CPD is not relevant to their current or future practice	Has undertaken CPD activity within two of the four learning categories but has not explained why they have concentrated on just those Or There is some evidence that their CPD is relevant to current or future work, but this is not made clear	CPD includes activities in all four learning categories And There is evidence that the CPD activities are relevant to their current or future practice through clear reflective statements

⁷ Reference Source: Continuing Professional Development and Your Registration. Health Professions Council at <http://www.hpc-uk.org>

Standard	Standard not Met	Standard Partially Met	Standard Met
3. The Anaesthetic Technician must seek to ensure their CPD has contributed to the quality of their practice and service delivery	There is no evidence that the CPD activities have improved the quality of their work or that they have aimed for their CPD to improve the quality of their work	There is some suggestion that their CPD has improved their work - improvement is hinted at in the information provided but they have not provided any evidence to support this	<p>Reflective statements show that their CPD activities have improved the quality of their work and this is backed up with evidence</p> <p>Or</p> <p>Has shown how they believed that their CPD might improve the quality of their work and had planned for this, but this had not been realised. Reflective statements show that they have considered why this has happened and what they will do to ensure their CPD will improve the quality of their work in the future</p>
4. The Anaesthetic Technician must seek to ensure that their CPD benefits the service user	Has not provided any information which explained	Limited information provided about how their CPD activity has benefitted service users	<p>Has shown (through supporting evidence and critical reflection) how all CPD activities stated in their Professional Development Record have benefitted service users, either directly or indirectly</p> <p>Or</p> <p>Has shown how they believed their CPD would benefit service users but this was not the case. Reflective statements show they considered why this happened and what they will do next to make sure their CPD will benefit service users in the future</p>

Standard	Standard not Met	Standard Partially Met	Standard Met
5. The Anaesthetic Technician must, upon request, present all required CPD information explaining how they have met the standards for CPD (annual audit)	Has not returned their CPD information by the required date	Provided CPD information by due date but it was incomplete (e.g. there was no supporting evidence provided for some of the CPD activities as stated on the Professional Development Record	Provided complete CPD information by the due date



**MEDICAL SCIENCES COUNCIL
OF NEW ZEALAND**

TE KAUNIHERA PŪTAIAO HAUORA O AOTEAROA

Section Seven:

References

7. References

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2. Continuing Professional Development (CPD). The Chartered Institute of Personnel and Development at www.cipd.co.uk
3. Continuing Professional Development. FDI World Dental Federation at www.fdiworldental.org
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8. Guidelines for your Continuing Professional Development. The Institute for Learning at www.ifl.ac.uk
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10. Recertification Guidelines. Guidelines for Continuing Professional Development for Physiotherapists. Third Edition. January 2012. The Physiotherapy Board of New Zealand
11. Your Guide to Our Standards for Continuing Professional Development. Health Professions Council at www.hpc-uk.org