

The Australasian Society of Anaesthesia Paramedical Officers

Code of Conduct

Each registered Anaesthesia Paramedical Officer is accountable for his/her practice and in the exercise of professional accountability, shall:

1. 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.
2. Confidentiality for the patient shall be respected and maintained at all times.
3. Be aware of the value for all professional persons associated with the provision of patient care.
4. Recognise 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.
5. Endeavor to achieve and maintain a high standard of knowledge and to impart such knowledge to fellow members.
6. Recognise his/her responsibilities in delegating duties and tasks.
7. Support the development of colleague's competence in accordance with their needs and in the context of the Registered Anaesthesia Paramedical officer.
8. Avoid the use of his/her professional qualifications to be associated with the promotion of products, thereby compromising the impartiality of professional judgment on which the patients rely.
9. Inform the appropriate person or authority of any conscientious objections, which may be relevant to professional practice.
10. Decline any offer of gifts, favors or hospitality which might be seen as an attempt to obtain preferential considerations.
11. Report to the appropriate authorities any incidences or instances of irregular or unsafe practice.

Registration.

The Australasian Society of Anaesthesia Paramedical Officers (ASAPO) holds and maintains the Register of Anaesthesia Paramedical Officers (APO). These officers can be but are not limited to Anaesthesia Technicians, Anaesthesia Assistants and Scientific Officers. This register is now a recognised requirement of employment and this Society will maintain it until such time as APOs are governed by statutory regulation. The Executive Committee of ASAPO appoints a Registrar to administer the Register, who in turn, ensures that the processes that support the Register are run effectively.

Purpose and Intent.

The purpose of this Register is primarily:

1. To protect the public.
2. To ensure that all registered APOs conform to the Code of Conduct and are fit to practice.

NOTE: The Register does not exist to provide employers with grounds either to dismiss an APO or take action if an appeal against dismissal has been upheld, especially in disputes over contractual matters or conditions of employment.

Committee Functions

DISCIPLINARY COMMITTEE.

To manage, monitor and enforce the standards required under ASAPO Registration requirements.

EXAMINATION COMMITTEE.

To coordinate, implement and monitor the examination requirements of APOs.

To liaise with and assist the RTO in the provision of accredited courses.

STANDARDS COMMITTEE.

To assess, monitor and implement Standards of Practice and Codes of Conduct for APOs.

REGISTRATION COMMITTEE.

To assess, monitor and implement registration requirements for APOs.

TRAINING COMMITTEE.

To promote, contract and oversee theoretical and practical training for all APOs.

Strive to establish the highest standards of clinical and technical practice.

To approve, accredit and monitor hospitals that train APOs and to keep a list of these hospitals.

In all cases, members of these committees will be nominated on the basis of their ability and experience to ensure fairness and impartiality.

REGISTRAR.

The Registrar is the officer responsible for the satisfactory maintenance of the Register. He/she shall advise the committee on matters relating to applications for inclusion on the Register and suspensions or removals from the Register.

Anaesthesia Paramedical Officers.

Individuals should endeavor to keep the registrar informed of all changes that might affect their status as Registered APO, including changes to grade, role and responsibilities, as well as details such as home address. Where an employer, colleague or members of the public accuses an individual of professional misconduct, they should take steps to document the circumstances surrounding the incident(s) and inform the Registrar at the earliest possible moment.

Complaints.

A complaint concerning the professional conduct of an individual can be made by the employer, colleague or member of the public. Complaints must be submitted in writing, giving full details of the incident(s), including dates, time, the nature of the incident(s) and witnesses. In all cases care must be taken to refer to the Code of Conduct issued by ASAPO, in order to ensure that the complaint is based upon these.

Rules of Evidence.

The burden and standard of proof required is the same as in criminal proceedings. Complaints must be made in writing. No anonymous or verbal submissions will be considered. (Except where the safety of the public may be jeopardised). In all cases, committees will apply the principles of 'natural justice' and common sense when considering evidence and making decisions.

The Australasian Society of Anaesthesia Paramedical Officers

Code of Conduct

REGISTRATION AND MEMBERSHIP.

The Committee of Management of this Society formally recognises the following qualifications within Australasia for that of an Anaesthesia Technician, Anaesthesia Assistant or Scientific Officer. To obtain full membership and Registration to the Australasian Society of Anaesthesia Paramedical Officers an applicant must hold one of the following qualifications. For overseas applicants see section below. (The minimum course hours for training of an Anaesthesia Paramedical Officer is 1000 hours of Anaesthesia Specific Training).

- Diploma - Anaesthetic Technology.
- Royal Perth Hospital, Hospital Based Diploma. Western Australia . Plus 12 months full time post graduate experience. Applicants must also provide documented evidence of at least ten hours Continuous Medical Education per annum since attaining this qualification.
- Associate Diploma of Health - Anaesthetic and Operating Theatre Technician. Western Australia . Plus 12 months full time post graduate experience. Applicants must also provide documented evidence of at least ten hours Continuous Medical Education per annum since attaining this qualification.
- Certificate IV - Medical Technicians and Assistants - Anaesthetics. Western Australia . Plus 12 months full time post graduate experience. Applicants must also provide documented evidence of at least ten hours Continuous Medical Education per annum since attaining this qualification.
- Associate Diploma of Health - Anaesthetic and Operating Theatre Technician - Victoria. Plus 12 months full time post graduate experience. Applicants must also provide documented evidence of at least ten hours Continuous Medical Education per annum since attaining this qualification.
- Royal Brisbane Hospital Certificate – Anaesthetic Technician. Plus 12 months full time post graduate experience. Applicants must also provide documented evidence of at least ten hours Continuous Medical Education per annum since attaining this qualification.
- Queensland University of Technology, Associate/Diploma/Degree in Clinical Techniques - Anaesthetics. Queensland. Plus 12 months full time post graduate experience. Applicants must also provide documented evidence of at least ten hours Continuous Medical Education per annum since attaining this qualification.
- Southbank Institute of TAFE Diploma Applied Science - Anaesthetics. Queensland. Plus 12 months full time post graduate experience as intern. Applicants must also provide documented evidence of at least ten hours Continuous Medical Education per annum since attaining this qualification.
- Australian Society of Anaesthetic and Operating Theatre Technicians - Diploma. New South Wales . Plus 12 months full time post graduate experience. Applicants must also provide documented evidence of at least ten hours Continuous Medical Education per annum since attaining this qualification.
- Australasian Society of Anaesthesia Technicians - Diploma. New South Wales. Plus 12 months full time post graduate experience. Applicants must also provide documented evidence of at least ten hours Continuous Medical Education per annum since attaining this qualification. This program is also run under license in Victoria and Queensland. If you are a holder of this qualification in Qld or Vic the same conditions apply.
- Student Membership is open to any student or trainee currently undertaking one of the above approved courses.

Overseas Applicants. (Including New Zealand).

All overseas applicants are to apply for membership well in advance of their arrival in Australia. Please use [ASAPO FORM 5/2002](#). For all United Kingdom applicants you are also required to be a Registered Member of the Association of Operating Department Practitioners (AODP). AODP membership makes your application easier to recognise.

Grandfathering and Acquired Rights.

This Society has in placed a fair and equitable process of Grandfathering or Acquired Rights arrangements for individuals “currently practicing competently”. The burden of responsibility falls upon the individual applicant to ensure that they provide all documented evidence as required on your application for Voluntary Registration and Membership. [ASAPO FORM 5/2002](#).

POLICY STATEMENT

Continuing Medical Education (CME) for Anaesthesia Paramedical Officers.

It is a requirement of Registration that applicants provide documented evidence of at least ten hours CME per annum since initially attaining their qualifications. It is also a requirement of re registration each year that the applicant also provide evidence of CME for that past year. CME refers to education relevant to an APO undertaken in the workplace i.e. in service sessions, at seminars, workshops or conferences. It is a role of the individual and their supervisor to implement a logbook or register of CME in the workplace as evidence of CME. A template will be available soon from our postal address. Contact ASAPO for details.