



JOB DESCRIPTION

TITLE: Anesthesia Tech
DEPARTMENT: Surgery
REPORTS TO: Director of Surgery
FLSA: Non-Exempt

SUMMARY OF JOB:

To assist Anesthesiologist and nursing personnel in caring for patient. Improve flow of the surgical schedule. Assist Anesthesiologists in the set-up and maintenance of, along with nursing, the physiological monitoring of patients and other procedures performed by anesthesia. Will maintain anesthesia equipment which includes daily diagnostic, quality checks, and troubleshooting. Will also assist in maintaining inventory and stocking of anesthesia supplies. Will be a resource to the Labor and Delivery unit if needed. May be cross-trained to assist with charge entry at times.

RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. The anesthesia tech will demonstrate knowledge by:
 - a. Demonstrating competency and setting up invasive/non-invasive lines (arterial lines, blood/fluid warmers, swan gaz catheters and transducers, block set ups)
 - b. Understanding aseptic and sterile techniques, basic monitor functions, and anesthesia procedures including necessary equipment and supplies
 - c. Meeting the educational needs of newly hired and current employees in collaboration with OR Educator/OR Charge/Asst. Director/Director
 - d. Demonstrating proper use of sterilizing equipment including but not limited to steris, and steam sterilizers
 - e. Oversight of the anesthesia machines/monitors and the daily quality checks
 - f. Competent in airway management skills with assisting with Glidescopes, intubation scopes, bronchoscopes, ambu bags, and other emergency airway equipment needs.
 - g. Understanding the differing needs and preferences of each individual anesthesiologists

2. The anesthesia tech will assist in patient care by:
 - a. Assisting anesthesia and nursing personnel in patient positioning, line set up and placements, intubation needs, and regional anesthesia
 - b. Participating in quality improvement activities and patient safety initiatives
 - c. Anticipating needs of the daily flow of the surgery schedule and working as an interdisciplinary team with nursing and Anesthesia.
 - d. Working with OR Charge RN/Asst. Director/Director on OR schedule to determine equipment needs for special procedures, preparing OR for indicated procedure, to include setting up and calibrating monitoring devices
 - e. Assisting OR aides with room turnover, transporting patients, and performing needed tasks if tasks unable to be performed by aides
 - f. Assisting with charge review and entry for OR and Procedure Center cases when needed

3. The anesthesia tech will perform daily stocking, maintenance, and preparation for surgical procedures by:
 - a. Maintaining anesthesia / specialty carts and documenting on appropriate check list daily
 - b. Collaborating with bio med department and anesthesia on preventative maintenance of anesthesia equipment/machines
 - c. Training other staff to perform and/or perform daily quality checks on Anesthesia machines
 - d. Maintaining inventory control of anesthesia supplies in the anesthesia work room and each OR room in an organized fashion
 - e. Cleaning, preparing, and maintaining supplies needed for surgical procedures (laryngoscope blades, face masks, tubing, filters, soda line, glide scope, ultrasound, fluid/blood warmers, and specialty pumps, etc.)
 - f. Assembling and preparing invasive/non-invasive lines and equipment for surgical procedures as needed

4. For surgical staff working at Community Hospital required to take call as assigned.

5. Other duties as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent with at least one year of related experience.

CERTIFICATES/LICENSES:

Anesthesia Tech Certification (preferred) (must be obtained within 3 years of hire)

Current Colorado CNA, EMT, or Paramedic certification (required) (if not certified as an Anesthesia tech and have been recently employed using that certification within the last year).

BLS (must be obtained within 3 months of hire)

LANGUAGE SKILLS:

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

INTERPERSONAL SKILLS:

Demonstrates exceptional customer service skills using professional and team centered attitude; builds relationship and proactively respects others. Requires adaptability with regular interpersonal contact.

DECISION MAKING ABILITY:

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

ANALYTICAL ABILITY:

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

COMPUTER SKILLS:

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to sit; have manual dexterity; handle or feel; talk and hear. The employee is regularly required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move at least 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:

Attends annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.

Must comply with the Code of Conduct Guide.

Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.

Reports any conflict of interest or relationship immediately.

HIPAA:

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

Final Section I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

Employee Name & Signature

Date

Supervisor Name & Signature

Date