

# HAWAII HEALTH SYSTEMS CORPORATION

## Job Description

## Anesthesia Aide

(Position Description, Class Specification & Minimum Qualification Requirements)

<b>Entry Level Work</b>	<b>HE-04</b>	<b>6.730</b>
<b>Full Performance Work</b>	<b>HE-06</b>	<b>6.731</b>

### **Function and Location**

This position works in the Anesthesia Unit of an acute care hospital and is responsible for assisting an Anesthetist or Registered Professional Nurse in providing anesthetic services. The function of the Anesthesia Unit is to administer anesthesia for elective and emergent surgeries as well as all other related services.

### **Key Duties and Responsibilities:**

1. Assure the cleanliness and proper functioning of anesthesia machines. Routinely, according to procedures, prepares the machines for the day's activities, and checks and verifies functionality at the end of the day.
2. Check and assures accurate functioning of all gases and supplementary tanks.
3. Assure the proper functioning and availability of suction.
4. Maintain service and maintenance records and verifies proper equipment functioning.
5. Assist in the preparation of intravenous (IVs) and aids professional staff in starting patient IVs.
6. Assist with patient transport into the Operating Room and assists professional staff in preparing the patient for anesthesia.
7. Assist with intubation and other anesthesia procedures as necessary.
8. Assist anesthesiologists with anesthesia and pain management related procedures as necessary.
9. Is responsible for the cleaning, disinfecting and/or sterilization of intubation instrumentation between cases and at the end of the day's schedule.

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### **Other Duties:**

In addition to the key duties and responsibilities, this position may be assigned to:

Assures that all equipment and supplies are stocked on the anesthesia carts in the appropriate quantities; assures that fresh soda lime is maintained in the anesthesia machines at all times; maintains prudent levels of supply inventories in the department; maintains, stores and satellite inventories with as little redundancy as possible; is vigilant to opportunities for cost saving products and processes and brings such opportunities to the attention of the Anesthetist; order non-stock supplies according to standard medical center procedure; may be requested by the Anesthetist to perform related duties; general cleaning, checking of outdates, periodic inventory duties, may be needed; may educate and orient other staff members as needed.

### **Knowledge and Abilities used in performing key duties at the Full Performance Level**

Demonstrated proficiency in the application of all of the knowledge and abilities, specified below for the Full Performance level, in providing the full range of services to the clientele of the work site, independently. Knowledge of the policies, procedures and work rules of the work site.

### **Controls Exercised over the Work**

An Anesthetist or Registered Professional Nurse provides supervision to the position.

**Instructions Provided:** Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions, and specific instructions in new and unusual situations or procedures.

**Assistance Provided:** Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, receiving specific guidance only in new, unusual, or emergency situations.

**Review of Work:** Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically to ensure that acceptable practices are followed.

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### Prerequisite Qualifications Required for the Entry Level

**Experience and Essential Knowledge and Abilities:** One (1) year of work experience in a health facility such as a hospital or similar medically oriented institution where the primary or basic objective was to observe and report on a variety of physical and/or mental symptoms and conditions and implement care and/or treatment procedures for a caseload of patients. Such experience must have demonstrated knowledge of basic nursing skills (i.e., taking vital signs, measuring output, recognition of abnormal signs and symptoms, etc.); first aid; patient rights; universal precautions; infection control; body mechanics; principles of growth and development; purpose and benefits of activities of daily living (i.e., eating/feeding, providing fluids, bathing, dressing, etc.); basic anesthesia procedures and safety precautions; basic medical and anesthesia terminology; and the ability to assist and participate in the activities of the anesthesia team. Knowledge of spoken and written English, or equivalent; and the ability to read, write, speak, understand and communicate effectively with others in English; listen to and follow oral and written instruction; and get along well with others.

**Certification Required:** Basic Life Support (BLS) for Healthcare Workers must be obtained within six (6) months of employment.

**Physical Requirements:** All employees must be physically able to perform the essential duties of the position. The general types of physical abilities involved, and examples of the tasks requiring these abilities, follows:

<b>Sensory:</b> Read handwritten and typewritten materials; and the ability to hear the conversational voice.
<b>Coordination and Dexterity:</b> Manipulative skills to assemble equipment and supplementary tanks.
<b>Strength and Stamina:</b> Lift, position, push and/or transfer/transport patients.
<b>Mobility:</b> Move freely throughout the work setting, respond to emergency situations quickly; kneel, twist and bend, reach overhead heights; and move around in cramped quarters.
<b>Other:</b> May be exposed to infections and contagious diseases; decontaminate objects containing blood and tissue; must possess emotional and mental stability appropriate to the job duties.

(These requirements are supplemented by the Physical Requirements Specifications, for Nurse Aide classes.)

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### **Prerequisite Qualifications Required for the Full Performance Level**

In addition to the qualifications required at the entry level:

**Experience and Essential Knowledge and Abilities:** One (1) year of work experience in a surgical setting which provided knowledge of anesthesia procedures and safety precautions; sterilization procedures; aseptic technique; and procedures for maintenance and care of the anesthesia equipment.

**Desirable Qualifications:** A thorough knowledge of personal care routines, good working knowledge of basic first aid and standard adjunctive services, and of common symptoms of illness, and vocational relationships. Must also have basic knowledge of sterilization procedures; aseptic technique; and procedures for maintenance and care of the anesthesia equipment. Ability to maintain records, respond quickly and take appropriate action in emergencies.