

# HAWAII HEALTH SYSTEMS CORPORATION

## **Job Description**

## **Anesthesia Aide**

(Job Description, Class Specification & Minimum Qualification Requirements)

<b>Entry</b>	<b>Pay Grade</b>	<b>HE-04</b>	<b>Job Code</b>	<b>6.730</b>
<b>Full Performance</b>	<b>Pay Grade</b>	<b>HE-06</b>	<b>Job Code</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. The position may be required to work on rotating shifts, including evenings, weekends, and holidays.

### **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 (IV) and aids professional staff in starting patient IV.
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 patients of the work site, independently. Knowledge of the policies, procedures and work rules of the work site.

### **Supervision Provided By**

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**

**Education:** High school diploma or the equivalency is preferred.

**Experience:** One 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.

**Knowledge and Abilities:** Must have demonstrated knowledge of basic nursing skills (e.g., 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 (e.g., 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.

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

In addition to the qualifications required at the entry level:

**Experience:** One 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.

**Knowledge and Abilities:** 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.

### **Certification Required:**

Basic Life Support (BLS) for Healthcare Workers must be obtained within six months of employment.

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**Desirable Qualifications:** Ability to learn quickly; be a “team player” and get along well with others; organizational skills; good memory; and be able to work under pressure.

**Health and Physical Requirements:** All employees must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without reasonable accommodation.

### **ADDENDUM ATTACHED**

Yes

No