

HAWAII HEALTH SYSTEMS CORPORATION

Job Description

Anesthesia Technician

(Position Description, Class Specification & Minimum Qualification Requirements)

Entry Level Work	HE-06	6.732
Full Performance Work	HE-08	6.733

Function and Location

This position works in the Anesthesia Unit of an acute care hospital and is responsible for assisting an Anesthesiologist in providing anesthesia 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. Provides technical assistance to the anesthesiologist during induction, as well as patient care support during this process.
2. Provides assistance to the Anesthesiologist in maintenance of sterile technique during invasive procedures by monitoring and adjusting essential equipment.
3. Responsible for maintaining AORN (Association of Operating Room Nurses) and ASA (American Society of Anesthesiologist) infection control standards for the cleaning, disinfecting and/or sterilization of anesthesia instruments between cases and at end of day.
4. Responsible for inventory ordering and maintenance for all supplies and equipment required. Maintains prudent par levels of all anesthesia supplies in operating suites and anesthesia storage areas.
5. Checks anesthesia carts at beginning and end of every shift for par levels of requested and required equipment and supplies.
6. Assures readiness, cleanliness and proper functioning of anesthesia machines. Prepares the machines for the day's activities, and checks and verifies functionality at the end of the day.
7. Check and assures accurate functioning of all gases and supplementary tanks. Knowledge of safety issues with regard to anesthesia gases.
8. Sets up emergency equipment to support medical and nursing staff during an emergency (i.e., intubating scopes, difficult airway management cart, emergency drugs, crash cart, etc.).

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9. Set up equipment to support medical and nursing staff during a routine case or emergency (i.e., Arterial lines, Central lines, Swans, etc.)
10. Routinely calibrates all patient-care hemodynamic monitors (i.e., pressure, CO₂, SAO₂).
11. Maintenance and inventory of Laryngeal Mask Airways.

Other Duties:

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

Safety/Infection Control:

- a. Function as a team member in accomplishing room turnover within an accepted time frame.
- b. Clean all designated supply areas assigned in accordance with established guidelines and procedures.
- c. Clean all designated equipment (transport beds, anesthesia equipment, surgical specialty equipment, etc.) in the assigned area in accordance with established guidelines and procedures.
- d. Check stretchers for safe side rails and safety belts prior to transporting patients.
- e. Responsible for general upkeep of rooms to provide safe, clean and organized environment for patients/team members.
- f. Perform between-case cleaning of anesthesia equipment and monitor changing circuits, and tubing.
- g. Report unsafe equipment immediately.
- h. Adhere to safety/infection control policies, procedures, and standards.

Maintains all required statistical data as requested and provides reports to supervisor; assists with budget development; responsible for inventory ordering and maintenance of all supplies and equipment required; rotates supplies as necessary for prudent inventory and infection control.; 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; is vigilant to opportunities for cost saving products and processes and brings such opportunities to the attention of the supervisor; order non-stock supplies according to standard medical center procedure; may be requested by the Anesthesiologist to perform related duties; general cleaning, checking of outdates, periodic inventory duties, may educate and orient other staff members as needed.

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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.

Prerequisite Qualifications Required for the Entry Level

Education: A high school diploma or equivalent.

Experience and Essential Knowledge and Abilities: One (1) year of work experience which involved independently assisting an anesthesiologist in the provision of patient care. Such experience must have demonstrated knowledge of machines and equipment and the anatomy and physiology involved with anesthesia procedures; setting up of equipment and supplies for anesthesia carts; sterilization procedures, aseptic techniques; ability to set up equipment during an emergency situation; providing technical assistance to the anesthesiologist during induction; maintenance of equipment for infection control standards and proper functioning and knowledge of importance of safety issues with regard to anesthesia gases. 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 (6) months of employment.

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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:

Sensory: Read handwritten and typewritten materials; and the ability to hear the conversational voice.
Coordination and Dexterity: Manipulative skills to assemble equipment and supplementary tanks.
Strength and Stamina: Lift, position, push and/or transfer/transport patients.
Mobility: Move freely throughout the work setting, respond to emergency situations quickly; kneel, twist and bend, reach overhead heights; and move around in cramped quarters.
Other: 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).

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 an anesthesia setting which provided knowledge of anesthesia procedures and safety precautions; sterilization procedures; aseptic technique; and procedures for maintenance and care of the anesthesia equipment.

Substitutions Allowed: Graduation from an American Society of Anesthesia Technologist and Technicians (ASATT) two year approved program or an ASATT approved program and completion of required clinical component for Anesthesia Technician may be substituted for the experience required for the entry level.

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. Certification as an Anesthesia Technician or Anesthesia Technologist by the American Society of Anesthesia Technologist and Technicians (ASATT) is desirable.