

ANESTHESIA SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
4614	Anesthesia Assistant	12	445	6 mo.	05/01/11	Rev.
4735	Anesthesia Technician	12	445	6 mo.	05/01/11	Rev.
4736	Anesthesia Supervisor	12	445	6 mo.	05/01/11	Rev.

Promotional Line: 283

Series Narrative

Employees in this series perform support and technical duties below the professional level that are related to the care and monitoring of patients being administered anesthesia prior to and during operations in a health care facility. Anesthesia Assistants, for example, handle and assist in equipment and supplies. They do not administer anesthesia to patients however; they work under general or specific direction of the professional anesthesia staff. At the upper levels of the series Assistants supervise and train subordinate employees, assist in the management of operations, serve as advisors or liaisons to the attending or medical staff, and provide higher level technical assistance to the professional anesthesia staff.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Anesthesia Assistant **4614**

Employees at this level perform support duties related to the maintenance, cleaning, and preparation of anesthesia supplies and equipment and, as directed, perform basic technical procedures involved in the administration of anesthesia. They work under the direct supervision of higher level personnel.

An Anesthesia Assistant typically –

1. assists the professional anesthesia staff prior to the administration of an anesthetic by handling equipment and machines, such as--
 - a. transporting equipment
 - b. setting out equipment for the operation
 - c. checking equipment (such as thermal blankets or suction machines) for malfunctions
 - d. cleaning and sterilizing equipment or machines
2. assists the professional anesthesia staff during the administration of an anesthetic by--
 - a. connecting and/or adjusting mechanical equipment (such as blood warmers and ventilators to monitor a patient's status during surgery)
 - b. setting up intravenous solutions (such as D5LR, LR, and normal saline)
 - c. setting up arterial line pressure and attaching EKG pads

3. provides assistance during dental procedures by transferring instruments, manipulating dental materials, and retracting and evacuating oral cavity
4. performs simple laboratory procedures
5. performs other related duties as assigned

Level II: Anesthesia Technician**4735**

Employees at this level provide assistance with more difficult anesthetic operations that require more sophisticated monitors. They also assist in the training and supervision of lower level assistants. They work under general supervision of higher level personnel.

An Anesthesia Technician typically –

1. provides advanced assistance related to the care and monitoring of anesthetized patients; assists in the application of major anesthesia monitors and anesthesia machines that are used in administering general, spinal and epidural anesthesia
2. assists with airway management interventions including tracheal intubation, fiber optics, or ventilary support
3. independently maintains and/or assists in the maintenance of equipment used in the department (such as electronic monitors, anesthesia machines, ventilators, and warming machines)
4. assists in performing tests on malfunctioning equipment; returns equipment to the manufacturer for repair or contacts the service representative to repair equipment on the premises
5. advises and assists personnel in assigned area when questions and problems arise (such as malfunctioning equipment or shortage of equipment)
6. plans and is responsible for keeping an inventory of anesthesia supplies used in the operating rooms
7. collects, sorts, and reviews operating room forms (such as charge tickets and anesthesia records)
8. assists in planning and assigning the work of subordinate personnel; adjusts work assignments to ensure adequate coverage in operating and recovery rooms
9. assists in the selection and training of lower level employees; instructs new personnel in established and new techniques and procedures (such as testing anesthesia equipment, and connecting monitors before surgery)
10. temporarily assumes responsibilities of the Anesthesia Supervisor during absences
11. performs work related to the lower level in this series
12. performs other related duties as assigned

Level III: Anesthesia Supervisor**4736**

Employees at this level plan and supervise the activities of lower level anesthesia assistants and other support staff and assist in the management of the department. They also provide technical support to the professional staff by assisting in and developing new technical procedures and completing technical forms and reports. They work under direction of a member of the professional staff.

An Anesthesia Supervisor typically –

1. plans, organizes, and coordinates the work of anesthesia assistants to assure optimum utilization of staff and equipment
2. selects, trains, evaluates, and disciplines lower level anesthesia assistants
3. evaluates the quantity and quality of work performed by lower level anesthesia assistants to ensure compliance with The Joint Commission (TJC) and hospital safety requirements
4. teaches and trains anesthesia assistants and ancillary personnel in such areas as the use and maintenance of anesthesia equipment, and the proper selection of supplies
5. serves as liaison between subordinate personnel and medical staff of the department in the resolution of operational problems
6. assists the head of clinical anesthesia in developing new techniques and procedures pertaining handling equipment in the operating rooms; coordinates their implementation
7. maintains and/or oversees maintenance, testing, and operation of equipment used in anesthesia procedures (such as oxygen analyzers, ventilators, dynamaps, anesthesia machines, and other equipment)
8. provides budgetary advice and recommendations regarding anesthesia supplies and equipment to the departmental business manager
9. supervises the inventory and the ordering of essential supplies
10. performs work related to the lower level in this series
11. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Anesthesia Assistant****4614****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. High school graduation or equivalent
2. **One (1) year (12 months)** of experience in a hospital setting involving work with anesthesia machines, gases, and related equipment

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of asepsis, including packaging and sterilization of equipment and supplies
2. Knowledge of anesthesia equipment and machines
3. Ability to communicate effectively orally and in writing
4. Ability to understand and effectively use medical terminology
5. Ability to keep written records
6. Ability to maintain supply carts
7. Ability to learn cardiopulmonary techniques as used in an anesthesia area
8. Ability to respond appropriately in emergency situations
9. Ability to work as a member of a team
10. Ability to follow instructions
11. Ability to stand for extended periods of time
12. Ability to store, use and safely handle bulk and cylinder gases
13. Ability to assist in the preparation and maintenance of patient equipment and anesthesia delivery systems before during and after anesthesia
14. Awareness that the work environment may expose the employee to potential hazards (such as infection, contagious disease, or volatile gas)

Level II: Anesthesia Technician**4735**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. **One (1) year (12 months)** of experience in a hospital setting involving work with anesthesia machines, gases, and related equipment
3. **Two (2) years (24 months)** of experience comparable to that gained as an Anesthesia Assistant

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of technical anesthesia procedures
2. Knowledge of operating room equipment and supplies

3. Knowledge of the care, maintenance, and handling of anesthesia machines, gases, and related equipment
4. Knowledge of physiology and pharmacology related to resuscitation
5. Skill in performing cardiopulmonary techniques
6. Skill in responding to emergency situations
7. Skill in interpersonal relationships
8. Ability to assist higher level personnel
9. Ability to check and complete operating room forms
10. Ability to learn budgetary procedures
11. Ability to assist in the supervision and training of employees
12. Ability to stand for extended periods of time
13. Ability to communicate effectively orally and in writing
14. Ability to assist in the preparation and maintenance of patient equipment and anesthesia delivery systems before during and after anesthesia
15. Ability to clean, sterilize, and disinfect anesthesia equipment, instruments and supplies
16. Ability to coordinate daily routine and delegate responsibilities to staff
17. Ability to maintain supply inventory

Level III: Anesthesia Supervisor**4736**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. **One (1) year (12 months)** of experience in a hospital setting involving work with anesthesia machines, gases, and related equipment
3. **Five (5) years (60 months)** of experience comparable to that gained as an Anesthesia Technician

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Technical knowledge of equipment used in anesthesia
2. Knowledge of patient care in the operating room
3. Knowledge of budgetary procedures as it relates to responsibilities of position

4. Good oral- and written-communication skills
5. Skill in interpersonal relations
6. Supervisory ability
7. Ability to plan, organize, and coordinate staff and equipment
8. Ability to assist in and/or develop new techniques and procedures for both technical and administrative matters
9. Ability to complete technical reports effectively
10. Ability to communicate effectively orally and in writing