

UW HEALTH JOB DESCRIPTION

Certified Anesthesiologist Assistant (CAA) Education Team Lead

Job Code:	FLSA Status: Exempt	Mgt. Approval: K. Panther	Date: December 2021
Department: Corp Admin APP, 351880000		HR Approval: N. Lazaro	Date: December 2021

JOB SUMMARY

The Certified Anesthesiologist Assistant (CAA) Education Team Lead is a Certified Anesthesiologist Assistant (CAA) with demonstrated leadership skills and clinical excellence as a Certified Anesthesiologist Assistant. This individual serves as the primary resource for student AA learners in the Department of Anesthesiology. This individual is responsible for facilitating, onboarding, schedule management and placement of AA student learners. This position reports directly to the CA Supervisor with matrix reporting to the APP Program Manager of Education and Professional Development.

The CAA Education Team Lead will collaborate with academic partners and other professional organizations to plan and coordinate continuing education and professional development offerings for AA learners. This position will also frequently engage with academic partners in developing and designing curriculum to facilitate effective onboarding for student learners and enhance the student experience. The role will also work dynamically and collaboratively across Anesthesiology and stakeholders including administration, human resources, provider services, quality, clinical departments, physicians, and nursing.

This position is a secondary administrative appointment. Approximately 20% of the time is devoted to the team lead administrative duties and 80% to maintaining clinical practice as a CAA in the Department of Anesthesiology.

MAJOR RESPONSIBILITIES

- Facilitates planning and coordination of orientation for student learners.
- Creating and managing daily schedule of student learners.
- Evaluates, designs, implements opportunities for improvements to enhance the student experience through multiple avenues.
- Collaborates with the Program Manager, Education and Professional Development and other stakeholders to design and create training materials, online learning modules, and other modalities for delivering education for student learners and preceptors.
- Collaborates with stakeholders across departments to design and implement processes to enhance the onboarding experience for new student learners.
- Responsible for the selection and placement, preceptor assignment and setting expectations with student learners.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	<ul style="list-style-type: none"> • Masters degree from accredited AA program
	Preferred	
Work Experience	Minimum	<ul style="list-style-type: none"> • 1 year experience as a CAA
	Preferred	<ul style="list-style-type: none"> • 1 year of experience as a CAA at UW Health
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • Active Anesthesiologist Assistant license in WI and Active national certification from National Commission for Certification of Anesthesiologist Assistants (NCCAA)
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Extensive knowledge of applicable state and national regulatory guidelines • Excellent verbal and written communication skills • Ability to actively and effectively engage with physicians, physician leaders, administrators, and departments in a heavily matrixed environment • Demonstrate ability to be self-directed and take initiative • Ability to guide, direct, mentor, train, and work collaboratively in a team environment

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AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

Infants (Birth – 11 months)	Adolescent (13 – 19 years)
Toddlers (1 – 3 years)	Young Adult (20 – 40 years)
Preschool (4 – 5 years)	Middle Adult (41 – 65 years)
School Age (6 – 12 years)	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docketts, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docketts, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
<input checked="" type="checkbox"/> Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.