

UW HEALTH JOB DESCRIPTION

ANESTHESIA MATERIALS SPECIALIST - OBJECTIVE

Job Code: 9388

FLSA Status: Non-exempt

Mgt Approval: S. Schoenmann 3-16

HR Approval: CMW 3-16

JOB SUMMARY

The Anesthesia Materials Specialist-Objective is responsible for sterilizing, maintenance, packaging and resupplying anesthesia supplies and equipment in the Operating Rooms and satellite locations. This individual is responsible for keeping the Anesthesia Workroom stocked. This individual is responsible for Intraoperative Autotransfusion when requested by charge nurse, supervisor, Anesthesia staff or other team members. This individual may be responsible for facilitating and participating in the orientation and education of staff.

MAJOR RESPONSIBILITIES

The incumbent performs the following **job responsibilities**:

A. Preoperative:

1. Checks and supplies anesthesia carts and machines in each room prior to the beginning of the surgery schedule and between procedures.
2. Retrieves special anesthesia supplies that are anticipated and/or requested by the person administering the anesthetic before and during surgery.
3. Checks and replaces anesthesia gas tanks as needed.

B. Intraoperative:

1. Provide and set up disposable materials needed to collect shed blood.
2. Assist with determining the composition of the fluids in the collection chamber. Determine if there are sufficient red blood cells to warrant processing.
3. Aseptically assemble autotransfusion disposables.
4. Process shed blood from the collection chamber, separating red blood cells from other components. Wash the RBC's until free of debris. Transfer the washed RBC's into an appropriately labeled blood transfer pack. Deliver this blood to anesthesia for reinfusion.
5. Repeat this process until collection is discontinued.
6. Maintain chronological intra-operative autotransfusion record via the EMR.
7. Provide anesthesia and the nursing staff with the estimated blood loss and the total number of blood units recovered through proper documentation in Health link.
8. Properly enter charge document. Restock all used supplies.
9. Dispose of contaminated materials and disinfect equipment in accordance with general operating room P&P concerning biohazardous waste.

C. Postoperative:

1. Cleans anesthesia equipment in the Operating Room following each procedure.
 - a. Disassembles anesthesia used equipment.
 - b. Places disposables in appropriate container.
 - c. Wipes anesthesia machines and supply carts clean with disinfectant solution.
 - d. Replace used products with clean or sterile supplies as appropriate.
 - e. Remove reprocessables to reprocessing area.
2. Cleans, maintains, and packages used anesthesia materials and equipment.
 - a. Sorts and cleans airways, tubes, laryngoscopes, bronchoscopes and other specialty instruments and equipment.
 - b. Packages appropriate anesthesia items for sterilization.
 - c. Checks all equipment to assure it is in working order, replaces depleted batteries if needed and places cleaned equipment in appropriate storage location.
3. Inventories and orders anesthesia supplies.
 - a. Checks supplies in anesthesia cupboard and carts and orders replenishment as needed.
 - b. Checks and orders special anesthesia items from Central Supply as needed.
 - c. Assures charge documents are attached to charge items and are completed when used.

II. Communication.

- A. Communicates with Anesthesia staff to make sure they have what they need.
- B. Communicates unresolved issues to the supervisor for resolution.
- C. Communicates with the front desk as needed.

III. Runs errands as requested by anesthesiologists/CRNA's/charge RN/other team members as appropriate to facilitate the preparation and conduct of anesthesia.

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- A. Retrieves anesthesia equipment which was left in remote locations.
 - B. Transports anesthesia equipment and supplies as needed to anesthesiologists who are working inside or outside of the Operating Room.
- IV. Train and teach new AMS employees.
- A. Train new employees as directed by the supervisor, following established written protocols and procedures.
 - B. Evaluate new employees and provide feedback to the supervisor regarding new employee strengths and weaknesses. Make suggestions regarding what additional training may be needed.
 - C. Act as a responsible and positive role model.
- V. Performs additional duties as requested by the charge nurse, supervisor or Anesthesia staff or other team members.

Communication:

- Identifies personal strengths and areas for improvement as a communicator.
- Communicates effectively in written and oral mode.
- Uses approved abbreviations, professional language and language skills (grammar, spelling, format) in written and spoken communication.
- Reads documentation in a timely manner.
- Incorporates humor as appropriate.
- Adapts speaking style to the current situation.
- Provides honest, direct, and respectful communication to peers, colleagues, patients, and families.
- Oral communication with patient, families, and members of the health care team is clear, concise, professional, tactful, therapeutic, and appropriate to the situation.
- Gives appropriate feedback and remains open to feedback from others.
- Appropriately accepts constructive feedback.
- Recognizes and demonstrates congruence between verbal and non-verbal behavior.
- Body language, facial expression, and tone of voice are congruent with verbal message and appropriate to the situation.
- Recognizes and accurately interprets the non-verbal behaviors (eg. eye contact, facial expression, gestures, posture, and amount of space put between self and another) of others.
- Demonstrates effective listening behavior.
- Examples of active listening skills are: attentive facial expression; a comfortable amount of eye contact with speaker; non-threatening, natural gestures; open posture; comfortable distance between self and another; and uses reflection, paraphrasing, clarifying, and perception checking as appropriate.
- Allows patient and/or family members to set own pace and take the lead in talking about their feelings and concerns.
- Validates patient/family observations.
- Resolves conflict situations using theoretical frameworks and established lines of communication.
- Uses one-on-one communication in initial attempts at conflict resolution.
- Uses appropriate resources to assist with difficult conflicts.
- Reports identified patient related problems using the appropriate supervisory channels and processes.
- Reports identified patient/family or unit related problems to the charge nurse/designated resource.
- Actively participates and coordinates in the orientation and education of staff

Quality Improvement:

- Demonstrates flexibility and adaptability to changes.
- Demonstrates sensitivity to the values of self and others, respecting the dignity and individuality of every person.
- Demonstrates trust, respect, honesty, and caring attitudes with patients/families and other members of the health care team.
- Provides unconditional positive regard for Operating Room staff, patients, and families.
- Follows peers' plan of care/or modifies as condition warrants.
- Accountable for personal actions.
- Preserves privacy and dignity of patients.
- Maintains patient confidentiality.

PERFORMANCE MEASURES:

- Proficiency in the operation of all decontamination equipment.
- Maintain accuracy of cycles by examining graphs and readout systems.
- Maintains accurate records of inventory and equipment count.
- Work is performed in a timely manner.
- Ability to professionally and positively interact with co-workers and others.

Job descriptions represent a general outline of job duties, functions, and qualifications. They are not intended to be comprehensive in nature and other duties may be assigned as appropriate.

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

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REQUIRED QUALIFICATIONS

Education	Preferred: High School Diploma or equivalent.
Work Experience	Preferred: Previous experience in a Materials Reprocessing environment or additional education.
Licenses/Certifications	
Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> Excellent communications skills. Human relations and interpersonal skills. Excellent customer service skills. Basic mechanical ability. Ability to follow instructions. Basic reading skills. Ability to keep accurate records. Attention to detail. Basic judgment and logic skills. Knowledge of and ability to follow safety principles. Basic mathematical skills. Knowledge of the calendar. Ability to differentiate colors.

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 dockets, 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 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	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
X 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:	Position includes sustained standing, stooping, twisting, bending, and carrying/lifting.		