

## UW HEALTH JOB DESCRIPTION

### ANESTHESIA TECHNICIAN LEAD

Job Code: 510055

FLSA Status: Non-Exempt

Mgt. Approval: Surgical Services  
Leadership

Date: October 2021

Department: Surgical Services

HR Approval: J. Olson

Date: October 2021

### JOB SUMMARY

An extensive Anesthesia Technician (Tech) skill set is required for success in this position. The Anesthesia Technician Lead is responsible for overseeing the education, onboarding, and process improvement initiatives for the Anesthesia Tech team. Education activities include department orientation and initial training of Anesthesia Technicians as well as ongoing education for the ever-changing supplies, equipment, and technology needs of the Anesthesia department. The incumbent will provide instructions and/or in-services on new products, procedures, and equipment to ensure the best possible support for anesthesia staff and the highest possible care for our patients.

This position works collaboratively with Anesthesia Assistants (AA, CAA), Certified Registered Nurse Anesthetists (CRNA), Anesthesia Residents, and Anesthesiologists. The Anesthesia Tech Lead partners with other departments to coordinate care for UW Health patients requiring anesthesia. These departments include Interventional Radiology (IR), Cardiac Cath Lab, CT/MRI, Nuclear Medicine, and Radiation Oncology.

The Anesthesia Tech Lead works with the Anesthesia Techs to ensure adequate staffing and resources for current and upcoming shifts. This individual is an active member of the Anesthesia Tech Team and works closely to analyze and solve problems that fall outside of the domain of the Anesthesia Tech.

### MAJOR RESPONSIBILITIES

#### General Responsibilities:

- Demonstrates advanced knowledge, experience, and responsibility in the role of the Anesthesia Technician.
- Ensures that the policies, procedures, and practices of the Anesthesia department comply with the standards established by all regulatory agencies.
- Serves as a mentor and coach to teach and guide others.
- Supports a diverse and equitable work environment.
- Responsible for implementing and reinforcing the Mission, Vision, and Values of UW Health. Creates a vision aligned with organizational strategic goals to motivate and guide others.
- Creates a healthy work environment to promote staff and patient satisfaction and quality clinical outcomes.
- Interacts closely with the Surgical Services, Infection Control, Risk Management, and Safety departments to identify and mitigate potential patient safety issues.
- Participates in continuing education activities within the department
- Initiates and develops programs that incorporate continuous improvement. Reviews processes, identifies opportunities for improvement, and affects change.
- Identifies staff training needs and collaborates with leaders and educators to provide guidance and support for staff education.
- Assists in ensuring proper use of equipment to avoid damage.
- Maintains current knowledge of organizational policies and procedures and is a resource for the department.
- Performs other specific tasks as assigned by the Surgical Services Technician Supervisor.
- May assist management with the following items: interviewing applicants, overseeing daily tasks, conducting huddles, helping staff work through issues, assisting operating room (OR) management and employees, and collaborating with Health Technology Management (HTM) about equipment maintenance.
- May assist with the development of departmental operational and capital budgets.
- Assists in monitoring staff performance, behaviors, and competencies and participates in performance reviews.
- Assists with all patient safety concerns reported through the Healthcare Event Reporting Online (HERO) system.
- Assigns and delegates patient care tasks as appropriate considering staff member's level of experience, competency, and knowledge.
- Assists in establishing standards of supplies and equipment used within the department
- Manages human and material resources and technology to increase efficiencies and control costs.
- Assists other team members by performing the role as an AT in staffing.

#### Preoperative:

- Ensures anesthesia carts are supplied and machines are in each room prior to the beginning of the surgery schedule and between procedures. Checks and replaces anesthesia gas tanks as needed.

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- Retrieves special anesthesia supplies that are anticipated and/or requested by the person administering the anesthetic before and during surgery.
- Prepares complex equipment and supplies for hemodynamic monitoring. This varies based on location and may include peripheral arterial and pulmonary artery catheter transducers, EKG, pulse oximeter, and nerve simulators.
- Ensures monitoring equipment and supplies are ready.
- Ensures the anesthesia machine is ready for use including troubleshooting and correcting problems. May perform daily anesthesia equipment inspections including suction, electrical plugs, gas connections, oxygen, and nitrous oxide cylinders.
- May assist in positioning patients for procedures.

### **Intraoperative:**

- Provides and sets up disposable materials needed to collect shed blood. Based on location, may set up equipment for delivering salvaged and banked blood products with Rapid infuser.
- Aseptically assembles autotransfusion disposables.
- Assists in dressing and securing IVs and Arterial lines.
- Assists Anesthesia during intubating and extubating procedures as directed.
- Restocks all used supplies as needed during a surgery.
- Disposes of contaminated materials and disinfects equipment in accordance with general operating room policies and procedures concerning biohazardous waste.
- Maintains awareness of physiological parameters and baselines of patients during a surgery.

### **Postoperative:**

- Cleans anesthesia equipment in the operating room and outside locations following each procedure.
- Cleans, maintains, and packages used anesthesia materials and equipment.
- Inventories and orders anesthesia supplies.
- Runs errands as requested by Anesthesiologists/CRNAs/charge RN/other team members as appropriate to facilitate the preparation and conduct of anesthesia. Performs additional duties as requested by other team members.
- Troubleshoots broken equipment and repairs as directed by Healthcare Technology Management.

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

### **JOB REQUIREMENTS**

Education	Minimum	High School diploma or equivalent
	Preferred	Associate Degree as Anesthesia Technologist
Work Experience	Minimum	Two (2) years of experience as an Anesthesia Technologist
	Preferred	Three (3) years of experience as an Anesthesia Technologist Experience in providing education and orientation as a subject matter expert
Licenses & Certifications	Minimum	Basic Life Support/CPR or obtained within six (6) months of hire
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Excellent communication (written and verbal) and interpersonal skills</li> <li>• Excellent customer service skills</li> <li>• Demonstrates professional and positive interactions</li> <li>• Demonstrates flexibility and adaptability to changes</li> <li>• Demonstrates understanding of UW Health organizational values</li> <li>• Proficiency in the operation of decontamination equipment</li> <li>• Demonstrates professional conduct and coping skills</li> <li>• Demonstrates effective conflict resolution, teambuilding, and leadership skills</li> </ul>

### **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,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)

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<b>x</b>	School Age (6 – 12 years)	<b>x</b>	Older Adult (Over 65 years)
<b>JOB FUNCTIONS</b>			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
<b>PHYSICAL REQUIREMENTS</b>			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>Light:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>X</b>	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
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.