

ANESTHESIA TECHNICIAN II

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of an Anesthesiologist, the incumbent of this class supervises and coordinates the activities of a number of Anesthesia Technicians in the operating rooms. This involves scheduling technical staff to provide 24 hour, 7 day per week continuous coverage; training; ensuring the proper functioning, maintenance and cleanliness of equipment in the main operating room and all associated outside areas; quality control; and verifying the availability of needed supplies. Supervision is exercised over a number of Anesthesia Technicians. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises anesthesia technicians in the operating room: approves time and leave, sets up schedules, conducts employee evaluations, handles disciplinary problems, etc.;

Trains new staff and conducts in-service instruction with existing staff to keep them abreast of new procedures, protocols, or in the use of new equipment;

Conducts routine inspections of gas tanks, as well as hoses and valves for piped-in gas to insure proper flow of oxygen, nitrogen, and air to surgical suite;

Performs monthly quality control on the blood-gas analyzers and prepares monthly reports on equipment repairs;

Ensures that the policies and procedures set by the Infection Control Committee and JCAH are in compliance;

Ensures that all anesthesia equipment is cleaned and maintained, and in a condition of readiness for surgical procedures;

Troubleshoots malfunctioning equipment and either makes necessary repairs or arranges for repairs with the Division of Biomedical Engineering or the equipment manufacturer;

Assembles and sets up blood gas equipment and invasive lines for monitoring equipment in preparation for surgical procedures;

Makes arrangements for the availability of emergency backup equipment or services as needed during surgery;

Verifies that OR is properly stocked with items secured by the Pharmacy, Distribution or outside vendors;

Regularly inspects stock items to validate their shelf life, rotating those no longer in compliance;

Arranges for special in-service training for physicians and residents when new equipment is introduced;

Maintains detailed records, charts and statistics;

EXAMPLES OF WORK: (Cont'd)

Attends meetings and conferences, as required.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed. .

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the use and functions of the various types of anesthesia equipment, including blood-gas analyzers; good knowledge of basic aseptic and sterile techniques; general mechanical skill; ability to understand medical terminology and relate it to the equipment and supplies used in the administration of anesthetics; ability to withstand physical stress; ability to train and supervise others in performance of blood gas analysis and related anesthesia duties; ability to work well with others in stressful situations; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; resourcefulness; good judgment; motor coordination and manual dexterity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and seven years of experience where the primary function of the position was preparing and maintaining anesthesia equipment and supplies in a hospital operating room.

SUBSTITUTION: Satisfactory completion of 30 credits* in either Nursing, Respiratory Therapy, or Surgical/Medical Technology may be substituted on a year for year basis for up to two years of the required experience.

SPECIAL REQUIREMENT: At time of appointment, must be certified as an Anesthesia Technician by the American Society of Anesthesia Technologists and Technicians.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Non-competitive†
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Job Class Code: C2319
Job Group: XII