

0300 Anaesthetic Assistant

Created by Tina Fry, last modified on 25 Sep, 2015

Overview

Title: Anaesthesia Assistant	Position Category (1-6): 1
Reports To: Anaesthesia (& Intensive Care) Supervisor	On Boarding Required (Y/N): No
Department: Hospital	Minimum Commitment: 2 Weeks
Job Code: 0300	Typical Service Commitment: 2-12 Weeks
Date Modified: 25 September 2015	Review Date: 26 July 2015

Summary Description

Assists anaesthesia staff in providing anesthetic care. Maintain inventory of anesthetic related materials. Maintain anesthetic equipment in conjunction with biomedical technician Reorders anesthetic supplies to keep the OR sufficiently stocked.

Essential Duties And Responsibilities (Include But Not Limited To)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Set up the anesthetic machines in each operating room prior to the beginning of the scheduled OR day, including breathing circuit apparatus, monitors, suction and other disposable or reusable apparatus that might be required for the anesthetic.
- Test anesthetic equipment to insure proper functioning and calibration, troubleshooting any problems that arise.
- Maintain standardized anesthesia carts to assure that appropriate drugs and supplies are available to anesthesia providers.
- Assist anesthesia provider during intubation, induction and emergence, and all other types of anesthesia including regional and sedation. Including procedures outside the OR (Recovery and CT room).
- Assist anesthesia providers with equipment set-up for invasive monitoring, including central venous and arterial lines.
- Disassemble equipment and clean work area after all cases, adhering to Infection Control policies.
- Report necessary equipment repairs and adjustments.
- Maintain accurate inventory of supplies in operating rooms, restocking as needed.
- Oversight supply of drugs in pharmacy alerting appropriate people to insufficiencies in Stock. Performing and documenting a daily narcotics check.
- Perform other related duties incidental to the work described herein.
- Participate in on-call schedule and continuing medical education
- Communicate clearly and politely with ward and operating room staff.
- Due to the ever changing staffing levels and field service rotations, all staff may be re-assigned to temporarily fill roles in other departments in a time of need.
- Other duties as assigned.

Qualifications (Knowledge, Skills, Abilities, And Requirements)

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Supportive of Mercy Ships mission, vision.
- Commitment to live out and model Mercy Ships core values.
- Able to live in and contribute to community life on a Mercy Ship.
- Understand and apply servant leadership, work collaboratively, demonstrate accountability.
- Knowledge of O.R. procedures, standards and equipment specific to Anesthetics.
- Knowledge of OR procedures, standards, and equipment.
- Excellent verbal and written communication skills, excellent organizational skills.
- Fluent in English.
- Requires flexibility and sensitivity to Language & Cultural diversity.
- Has healthy affirming relationships and exhibits integrity in professional and personal life. Knowledge of sterile technique.
- Ability to work calmly, efficiently, and accurately in stressful situations.

Education And Experience

The requirements listed below are representative of the education and / or experience required.

- Minimum 2 years experience:- Registered Nurse with relevant Anaesthesia Assistant experience, Anesthetic Technician, Registered Operating Department Practitioner or equivalent anesthetic assistant qualification.

Name _____

Signature of Employee

Date
