

Career Service Authority

Anesthesia Technical Services Supervisor

Revised Date / /
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FLSA Code Exempt
Est. Date 09/16/95

General Statement of Duties

Supervises the work of Respiratory Therapists and Anesthesia Technicians involved in perioperative services in the Anesthesia Technical Services Unit of the Department of Health and Hospitals.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Supervises employees in the operations of the Anesthesia Technical Services Unit.
 - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
 - *Knowledge of anesthesia principles and practices sufficient to be able to perform a variety of duties relative to the work assignment.*
2. Assists with invasive hemodynamic and intracranial pressure monitoring of patients requiring surgical procedures.
 - *Knowledge of current anesthetic evaluation techniques sufficient to be able to administer and ensure patient safety.*
 - *Knowledge of technical anesthesia methods and practices sufficient to be able to assist in perioperative procedures.*
3. Maintains supplies and equipment and arranges supplies and materials for respiratory procedures.
 - *Knowledge of inventory techniques sufficient to be able to maintain adequate levels of supplies.*
4. Develops and implements staff training and development plans to provide cross training of employees, specific job related training, and other approaches to provide opportunities for staff flexibility and development.

- *Skill in applying the principles of staff development to provide staff training and cross training.*
- 5. Collects respiratory data and interprets results for physicians and other medical staff.
 - *Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.*
 - *Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*
 - *Skill in collecting data and interpreting results.*
 - *Skill in exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.*
 - *Skill in independently adapting, interpreting and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.*
- 6. Researches anesthesia equipment, techniques and procedures.
 - *Skill in evaluating equipment, methods and new procedures related to the area.*
- 7. Implements and interprets policies and procedures developed by higher level managers or supervisors. Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions or unit.
 - *Skill in developing and implementing policies and procedures related to the work assignment.*
- 8. Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides ongoing feedback regarding levels of performance, and formally evaluates employees in relation to performance.

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Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.
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Job Requirements

Level of Supervision

Supervises two or more employees who do not supervise.

Guidance and Decision Making

Guidelines are generally in the form of stated objectives for the unit, function or project. Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the unit or project. Employee is responsible for coordinating and supervising several tasks in which several phases may be in progress at once. Duties performed involve weighing and evaluating many factors requiring judgment, analytical ability, and problem solving. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented.

Physical Demands

Standing: remaining on one's feet in an upright position.

Walking; moving about on foot.

Lifting: raising or lowering an object from one level to another.

Stooping: bending the body by bending spine at the waist.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objectives by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Physical Strength

Lifting: raising or lowering an object more than 50 pounds.

Vision Requirements

Near Acuity: ability to see clearly at 20 inches or less.

Color Vision: ability to distinguish and identify different colors.

Mental Demands

Mathematical Reasoning

Memorization

Oral Comprehension

Spatial Comprehension

Written Comprehension

Working Conditions

Exposed to infection from disease-bearing specimens
Exposed to odorous chemicals and specimens
Exposed to the risk of bloodborne diseases
Exposure to infections and contagious diseases
Exposure to unpleasant patient or unit elements
Handles emergency or crisis situations
Performs emergency care
Pressure due to multiple calls and inquiries
Required judgment/action which could result in death of patient
Subject to many interruptions
Subject to varying and unpredictable situations

Minimum Education

Baccalaureate Degree in Biology, Chemistry or a related field.

Minimum Experience

Three years of experience of the type and at the level of Senior Respiratory Therapist.

Equivalency

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure and Certification

Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.