



**Job Code:** 1838

**Grade:** 21

**HCWR:** N

**Job Title**

Anesthesia Technician Supervisor

**Department**

Anesthesia & Pain Management

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

The Anesthesia Technician Supervisor will supervisor the daily activities of anesthesia staff and provide administrative and technical support for Anesthesia Support Services. The mission of Anesthesia Support Services is to provide all aspects of technical and equipment support to the anesthesia providers at John H. Stroger, Jr. Hospital and Provident Hospital. The Anesthesia Technician Supervisor will be responsible for the preparation/participation in all anesthesia disposable and capital equipment contracts and inventory.

**General Administrative Responsibilities**

*Collective Bargaining*

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

*Discipline*

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

*Supervision*

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



**General Administrative Responsibilities**

*Management*

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

**Typical Duties**

- Supervises staff ensuring that the workflow of the anesthesia/medical technicians are completed in accordance with department expectations.
- Review and approves time off requests and reports to the Timekeeper; Reports sick calls and tardiness to the Timekeeper.
- Reports all disciplinary action to the Department Chair.
- Schedules daily technician Operating Room (O.R.) assignments, vacation time, holiday time, meeting times, and assigning overtime to cover PM shift, if needed.
- Schedules assignments for open heart surgery and on call rotations.
- Participates in on call 24/7 to resolve any technical support issues the technicians may have.
- Develops protocols and procedural changes to the sterilization of fiberoptic blades and handles that is acceptable to our Department and Infection Control.
- Trains technicians on protocols for the sterilization of fiberoptic scopes, i.e., pressure water leak testing and Steris sterilization.
- Preceptors for i-STAT and PCX blood gas and glucose analysis.
- Communicates with Point of Care, Clinical Engineering, etc. any issues regarding machines and supplies.
- Assesses all operating rooms, off site locations, and OB to make sure that all anesthesia carts and machines are cleaned and stocked.
- Monitors the compliance of the anesthesia technicians to policies, duties and procedures of the Department of Anesthesiology and Pain Management.
- Maintains and coordinates inventory control of disposable and capital items and equipment, and reports to the Department Chair.
- Develops and provides written reports as needed on capital and disposable inventories.
- Develops and presents policies pertaining to Material Management processing and to technician conduct and performance.
- Communicates for the Department with Material Management Department, Biomedical Engineering.
- Communicates with the Department Chair concerning issues related to the technical support team to enhance patient safety and increase work productivity.
- Acts as a member of the Committee on Equipment and participate in inventory projections.
- Oversees the proper periodic maintenance and inventory of all departmental capital equipment, i.e., schedule quarterly testing/maintenance of anesthesia equipment.



**Typical Duties**

- Administers Cook County Health personnel policies as they affect the anesthesia technicians.
- Performs the duties as outlined for an Anesthesia Technician when needed.
- Acts as a liaison and interacts with medical staff. Ensures that all NIOSH, OSHA, JCAHO, IDPH and ASA standards identified in the departmental policy are upheld.
- Performs other duties as assigned.

**Minimum Qualifications**

- High school diploma or GED equivalent
- Five (5) years of experience as Anesthesia Technician with one (1) year of experience in a hospital setting operating anesthesia equipment
- Two (2) years of experience in a supervisory or managerial capacity
- Two (2) years of experience in inventory control and purchasing
- Experience and knowledge of the American Society of Anesthesiology standards and practices

**Preferred Qualifications**

- Two (2) years of experience in a supervisory or managerial capacity, preferably with labor relations experience

**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of universal precautions, sterile fields, and infection control.
- Extensive interpersonal skills, labor relations knowledge, and managerial abilities.
- Resource administration.
- General accounting and office management.
- Excellent verbal and written skills.
- Computer skills, including work processing, spreadsheet use, and report production.
- Problem-solving abilities, leadership, and disciplinary balance.
- Organized and systematic thought process.
- Proficiency with basic mathematics and arithmetic.
- Willingness to perform in a closed and controlled environment (operating rooms).
- Awareness of serious consequences of errors or omissions in job performance.
- Willingness to work near potentially infected patients.
- Emotionally stable under stress.
- Diplomacy.
- Innovative with sound judgment.
- Strong ability to supervise.
- Organizational abilities.



**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**