

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: NEW POSITION EXISTING POSITION
(allocated)

PART I - Position Information. Items 1 through 12 to be completed by department

1. Agency Name: Kansas State University
9. Position Number: W0011103
10. Department ID: 3670080070

2. Employee Name (leave blank if position vacant): VACANT
11. Present Class Title (if existing position): Veterinary Anesthesia Technician - 4286

3. Division: College of Veterinary Medicine
12. Proposed Class Title:

4. Section: Veterinary Medical Teaching Hospital

5. Unit: Anesthesiology

6. Location (address where employee works):
City: Manhattan County: Riley

7. Type of Appointment:
 Full Time Part Time 100%

School Employee

Limited Term ending date (if applicable):

8. Regular hours of work: (enter appropriate time)
FROM: VARIABLE - Normally 8:00 TO: 5:00 PM OR 7:00 AM TO: 4:00 PM Monday through Friday. Some stand-by time will occur in this position.

H	13. Allocation
U	Veterinary Anesthesia Technician
M	Supervisory Status: yes/no
A	FLSA CODE: nonexempt/exempt
N	
R	14. Effective Date: 5/1/11
E	15. By: Approved: KSB
S	16. Audit(s)
O	Date: By:
U	Date: By:
R	
C	17. Position Review(s)
E	Date: Date:
S	Date: Date:

PART II - Organizational Information. To be completed by department head or supervisor of the position.

18. a) Briefly describe why this position exists. (Include how the position relates to the purpose, goal, or mission of the unit.)

This position is responsible for providing technical services to the Anesthesiology Section in the Veterinary Medical Teaching Hospital. A primary mission of the Hospital is to provide quality medical services for teaching, research, and clients within the surrounding area. Quality, professional technical representation in the Anesthesia Section is critical to providing services to support this mission.

b) If this is a request to reclassify a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of the incumbent in this position? (Who assigns work, gives directions, answers questions and evaluates.)

Name	Title	Position Number
David Rankin, DVM	Assistant Professor	W0041508

List other individuals who may provide input for evaluation purposes.

Name	Title	Position Number
Rose McMurphy, DVM	Anesthesiology Section Head	W0011070
Diane Mason, DVM, MS	Associate Professor	W0010818
David S. Hodgson, DVM	Professor	W0011076
Shirley Arck, PharmD	Hospital Administrator	W0041404

20. a) How much latitude is employee allowed in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

a) This employee will give anesthetic and supervise administration of anesthetic agents. This person will cope with clinical problems and emergencies, therefore considerable judgment and initiative are required. Decisions regarding patient care will be made on professional training and standard operating procedures. When uncertain as to procedures, clarification will be obtained from faculty anesthesiologists, supervisor, or Hospital Director.

21. Describe the work of this position using this page and/or one additional page only. (Please use the following format to create task statements for actual job duties:)

What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); *how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task, state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position or one that can be performed with assistance or by another individual. **OFFICIAL DETERMINATIONS ARE MADE BY CLASSIFICATION SERVICES.**

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

Experience and professional judgment is necessary to perform specialized support services associated with the Kansas State University Veterinary Medical Teaching Hospital (KSU-VMTH) Anesthesiology Service. This Service requires experienced assistants to provide professional patient care and support services. Incumbent must have advanced training and/or extended experience in order to perform at the professional level expected by staff anesthesiologists.

No. % E or M

1. 60% E **Management of the technical aspects of the clinical anesthesia services provided for clinical patients, teaching, and research at the KSU-VMTH.** Responsibilities include operation of complex, precision anesthetic and electronic monitoring equipment, administering and supervising anesthetic procedures and monitoring patient's vital signs during surgical and other procedures performed during general anesthesia. Objectives of this task are to:
 - A. Provide quality patient care including induction, maintenance, and recovery from anesthesia by recognizing physiologic well being of patients and responding accordingly; and by learning and continually updating knowledge of pharmaceuticals used to provide anesthesia and physiological support to the patient. Independent judgment must be used in performing routine functions related to monitoring anesthetic depth and physiological well being of patients.
 - B. Familiarize and orient professional veterinary students in the use of equipment and protocols necessary for providing anesthesia care to clinical patients. Demonstrate the proper use and care of anesthesia-related equipment and provide assistance to students in the setup and use of anesthesia and monitoring equipment. Help students interpret monitored data.

2. 15% E **Interface with clinicians, technicians, and veterinary students.** Must be tactful, able to provide and use sound medical judgment, and be tolerant of stressful situations while coordinating and scheduling patients for anesthesia. Needs and concerns of the Anesthesia Service must be communicated to others in order to provide quality professional patient care. Primary objective of this task is to insure that anesthesia is safely induced and patients are at their destination in a timely fashion. Review is provided by the faculty anesthesiologist(s).

3. 20% E **Maintain Anesthesia Service equipment in a good state of repair.** Provide intermittently repair of ICU equipment not repairable by existing ICU staff or to determine need for factory service or repair. Responsibilities include:
 - A. Providing routine preventative maintenance for equipment and establishing protocols to ensure that maintenance and repair is done in a timely fashion.
 - B. Maintaining an inventory of and requesting that supplies, equipment, and anesthetic drugs needed for routine operation of the clinical Anesthesia Service be ordered as necessary. Objective of this task is to assure that patient care will not be compromised due to an unforeseen lack of supplies, anesthetic drugs, or faulty equipment when needed to preserve the life of a patient. Faculty anesthesiologist(s) review the adequacy of supplies, drugs, and equipment on a daily basis.

4. 5% M **Perform other duties as requested** by the faculty anesthesiologist(s), supervisor, or Hospital Director by following procedures developed for the KSU-VMTH. Assist clinicians and co-workers as needed. Share after hours stand by responsibilities, as scheduled, with other Anesthesia Service personnel. Interact with other KSU-VMTH employees as a professional health care team member to provide quality medical services to all client, teaching, and research animals presented for medical care. Provide support for anesthetized patients in the transition from anesthesia care to the intensive care unit personnel.

Work is reviewed by anesthesiologists as necessary for results achieved.

22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker: Assigns, trains, schedules or oversees work of others.
- Supervisor: Plans, staffs, evaluates, and directs work of employees of a work unit.
- Manager: Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the class titles, and position numbers of all persons who are directly supervised and evaluated by employee in this position.

Title	Position Number
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Veterinary students

23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples and describe consequences of action.

There is a risk of malfunction or breakage associated with improper operation or maintenance of anesthetic and other equipment, which could entail financial loss to the Department and the KSU-VMTH. Errors in judgment could lead to injury or loss of life of animal patients entrusted to the care of the KSU-VMTH. Failure to work smoothly with others, sometimes when under pressure and in emergency situations, would impede operation of surgical, medical, and anesthetic services of the KSU-VMTH.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contact with faculty, supervisor, Hospital Director, staff anesthesiologists and veterinary students occur daily in order to define and carry out tasks associated with the specific daily case load at the KSU-VMTH. Contact with the public, although possible, will be very infrequent.

25. a) What hazards, risks or discomforts exist on the job or in the work environment?

There is some evidence that chronic exposure to trace concentrations of inhalation anesthetic agents may have an adverse effect on health. All workers participate in a program to keep waste anesthetic gasses at a minimum level consistent with recommended practices. Furthermore, there are some risks associated with working with animals, which may injure persons around them. These risks may include being exposed to scratches, bites, kicking, or crushing injuries, especially while attempting to lift, carry, push, or pull injured animals. There is a small, but real, risk of serious personal injury.

b) Describe any methods, techniques, procedures or equipment that must be used to ensure safety for equipment, employees, clients and others.

All CVM employees must complete basic safety training. Newly hired laboratory personnel must complete all training before work may begin in the laboratory. All other personnel have 2 weeks to complete training. All employees must have the Safety Compliance Form on file. For all personnel, the following training is required: Chemical HAZCOM Training ; Fire Safety Training ; General Ergo Training ; Office Ergo Training ; Safe Lifting Training; SHARPS Training; Secure IT

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which each is used.

Anesthetic machines, breathing circuits, anesthetic, and physiologic monitoring apparatus and other ancillary equipment is used several times daily to several times weekly, depending on specific needs of each case presented to the Anesthesia Service.

PART III - Education, Experience and Physical Requirements Information.

27. MINIMUM REQUIREMENTS as stated in the State of Kansas Class Specification. (Job skills beyond state specifications should be entered in #29)

One year of experience in administering anesthetics to humans and/or animals. Education ^{in anesthesiology} may be substituted for experience as determined relevant by the agency. ml

28. NECESSARY SPECIAL REQUIREMENTS

a) List any licenses, registrations or certifications for this position that are "required" to perform the essential functions of the position.

Veterinary technicians must have current registration certificate plus specified experience upon employment. OR Nurse anesthetists must have current registration certificate upon employment.

b) Describe the physical requirements of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Position frequently involves light work. It is necessary to perform medium or heavy work associated with lifting, carrying, pushing, or pulling animals and/or equipment. Walking, sitting, standing, lifting, carrying, pushing, pulling and fingering are necessary to perform tasks associated with this work area. Must be able to monitor heart sounds (hearing) through a stethoscope, visually interpret physiological data on computer screens (seeing), insert catheters, syringe needles, etc. (fingering) as needed, and express instructions quickly (talking) in emergency situations.

29. PREFERRED QUALIFICATIONS AND SKILLS

a) List preferred education or experience that may be used to screen applicants.

Graduation from a veterinary technician program accredited by the American Veterinary Medical Association and one year full-time experience in administration of anesthetics; or graduation from a nurse anesthetist program accredited by the American Association of Nurse Anesthetists.

Training and at least one year full-time experience with administration of anesthetics in a medical or veterinary setting for veterinary technicians. One year of veterinary experience is preferred for nurse anesthetist graduates.

b) List preferred special knowledge, skills and abilities.

Skilled with procedures and equipment used in current clinical anesthesia practice. These skills include, but are not limited to: intravascular cannulation; endotracheal intubation; administration of anesthetic agents, operation and maintenance of anesthetic machines, mechanical lung ventilators and physiologic monitoring apparatus; cardiopulmonary resuscitation; parental fluid therapy.

Familiarity with the use of drugs routinely used in clinical anesthesia, including emergency drugs.

Ability to handle and assist with restraint of large, small, and exotic animals.

Ability to work independently and professionally under emergency conditions.

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

State additional qualifications for this position that are necessary as a bona fide occupational qualification (BFOQ).

N/A

PART IV - Organizational Chart (Please attach). Indicate classification title and position number.

PART V - Signatures

Veterinary Medical Teaching Hospital
 Anesthesia/ICU Section
 April 20, 2011

