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DIVISION SCOPE OF SERVICE

Division: NORTH TEXAS
Classification: ANESTHESIA CARE COORDINATOR
Applicant Name:

Anesthesia Care Coordinator:
The Anesthesia Care Coordinator must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.

Definition of Care or Service:
The Anesthesia Care Coordinator Under the direction of the Anesthesiologist, the Anesthesia Care Coordinator is responsible for:

- Timely completion and collection of preoperative history of each assigned patient.
- Tasked with anesthesia chart compliance review
- Assisting in operating room holding, and other assignments as needed
- Collaborate with other members of the MLAC anesthesia care team to deliver quality care.
- Demonstrates Clinical and Service excellence behaviors to include code of HCA Healthcare conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.

Setting(s):

- Healthcare facilities including but not limited to hospitals and outpatient surgery

Supervision:

- All services are provided under the direction and supervision of a physician with appropriate clinical privileges.

Evaluators: Supervising physician; department director or designee

Tier Level: 2

eSAF Access Required: YES

Qualifications:

- Education Requirements:
  - High School diploma/GED or higher
  - Graduated from an accredited School of Nursing
- Current RN or LPN License

NOTE: Where education may not be defined in qualifications area of the Scope, HCA Healthcare requires the highest level of education completed (not training or courses) confirmed on your background check

State Requirements:

- Current RN license for Texas or Compact license or **c**urrent LPN license for Texas

Experience:

- Two years of Experience as an Anesthesia Care Coordinator

Competencies:
The Anesthesia Care Coordinator will demonstrate:

- Transcribes patient information into Anesthesia Platform as instructed by Anesthesiologist and Hospital
- IV placement
- Able to assist Anesthesiologist with Pain Rounds on Patients

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- Able to setup patient for Nerve Blocks and Epidurals
- Able to assist anesthesia providers in Holding Infection Prevention
- Conduct anesthesia medical record compliance reviews
- Able to introduce self to patient, check ID band. Verbally validates procedure. Answers patient
- questions within their scope and explains each task as performed. Reassures family members and
- provides support and comfort to patients and family members.
- Maintains patient confidentiality and privacy
- Supports patient safety initiatives and Complies with all applicable Federal and State standards and
- regulations
- Reports defective equipment or materials immediately. Maintains electrical safety in the pre-operative
- and post-operative areas and Reports unsafe conditions immediately
- Utilizes proper body mechanics in moving patients and stretchers to prevent injury
- Follows standard universal precautions. Complies with Hospital's Policies and Procedures for disposal of
- biohazard waste, sharps disposal and aseptic technique
- Participates in emergency drills including Fire, Disaster, Code Blue and M.H
- Readily assists other anesthesia team members as needed. Continually strives to be a team player in
- order to support fellow employees and assure efficient functioning of all Anesthesia areas
- Communicates well with physicians, striving to anticipate and meet their needs for care of the patients.
- Communicates with Anesthesiologists and CRNAs directly regarding concerns and assists in development
- of solutions to problems
- Infection Prevention
  - Practices consistent hand hygiene
  - Uses personal protective equipment (PPE) when required
  - Required immunizations per Division requirements
  - Complies with Isolation precautions
  - Maintains sterile field

References:

Texas Board of Nursing License Verification: https://www.bon.texas.gov/licensure_verification.asp
Nursing Compact States & Nurse Licensure: https://www.travelnursing.com/what-is-travel-nursing/nursing-compact-states/
Nursys: https://www.nursys.com/LQC/LQCTerms.aspx

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Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.

Applicant Printed Name: _____

Signature: _____

Date: _____

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