



## DIVISION SCOPE OF SERVICE

<b>Division: GULF COAST</b>
<b>Classification: ANESTHESIA CARE COORDINATOR (RN)</b>
<b>Applicant Name:</b>
<p><b>Anesthesia Care Coordinator:</b> The Anesthesia Care Coordinator (RN) must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility.</p>
<p><b>Definition of Care or Service:</b> The Anesthesia Care Coordinator (RN) assists the anesthesia provider in pre-operative data collection. Scope of Service may include:</p> <ul style="list-style-type: none"> <li>• Observes, evaluates and reports clinical findings to the supervising physician</li> <li>• Assigns Anesthesia providers to procedural areas to meet the needs of the facility</li> <li>• Collaborates with department leaders on scheduling decisions as it applies to Anesthesia coverage</li> <li>• Assists anesthesia providers with nerve blocks</li> <li>• Complies with hospital and medical staff policy and procedures for accepting and documenting telephone orders from the supervising physician <ul style="list-style-type: none"> <li>○ Complies with hospital and medical staff policy and procedure specific to: <ul style="list-style-type: none"> <li>▪ Patient care</li> <li>▪ Rounds, pre and post op</li> <li>▪ Patient triage</li> <li>▪ Quality assurance duties/chart review</li> <li>▪ Assist/implement doctor’s orders</li> <li>▪ IV’s starts</li> <li>▪ Assist with consult report completion</li> <li>▪ Assist the physician sponsor with his or her patient records</li> <li>▪ Act as a liaison between hospital staff and physician(s)</li> <li>▪ Pre-anesthesia interviews</li> <li>▪ Review patient charts – lab results/history</li> </ul> </li> </ul> </li> <li>• Demonstrates clinical and service excellence behaviors to include HCA Healthcare code of conduct core fundamentals in daily interactions with patients, families, co-workers and physicians</li> <li>• <b>NOTE:</b> Anesthesia Care Coordinator medical record entries will not be accepted for physician designated responsibilities such as but not limited to; preoperative evaluations, formulation of anesthesia plans; post anesthesia assessments.</li> </ul>
<p><b>Setting(s):</b></p> <ul style="list-style-type: none"> <li>• Healthcare facilities including but not limited to hospitals, outpatient treatment facilities imaging centers, and physician practices</li> <li>• Patient care areas, all settings</li> </ul>
<p><b>Supervision:</b></p> <ul style="list-style-type: none"> <li>• Direct supervision by at least one member of the medical staff with active staff privileges <ul style="list-style-type: none"> <li>○ Indirect supervision by the nursing department director or designee</li> </ul> </li> </ul>
<p><b>Evaluator:</b> Supervising physician, medical staff member in conjunction with the nursing department director or designee</p>
<p><b>Tier Level:</b> 2</p>
<p><b>eSAF Access Required:</b> YES</p>



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<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Associates degree or higher</li> <li>• Currently licensed as a RN</li> </ul> <p><b>NOTE:</b> 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.</p>
<p><b>State Requirements:</b></p> <ul style="list-style-type: none"> <li>• Current RN license for Texas or Compact license</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• 1 year experience as an Anesthesia Care Coordinator</li> </ul>
<p><b>Competencies:</b></p> <p>The Anesthesia Care Coordinator (RN) will demonstrate:</p> <ul style="list-style-type: none"> <li>• A safe environment for patients             <ul style="list-style-type: none"> <li>○ Uses at least two ways to identify patients before assessing, treating or performing a procedure</li> <li>○ Participates in the pre-procedure process to verify the correct procedure, for the correct patient, at the correct site and involves the patient in the verification process when possible</li> </ul> </li> <li>• Accurate patient information review and evaluation             <ul style="list-style-type: none"> <li>○ Collects and documents assessment data in the medical record                 <ul style="list-style-type: none"> <li>▪ Entries in the medical record are countersigned by the attending physician within 24 hours</li> </ul> </li> <li>○ Facilitates communication between the physician, patient, family and nursing staff</li> <li>○ Notifies the appropriate member of the interdisciplinary patient care team of issues that require immediate intervention or attention</li> </ul> </li> <li>• Infection Prevention             <ul style="list-style-type: none"> <li>○ Practices consistent hand hygiene</li> <li>○ Uses personal protective equipment (PPE) when required</li> <li>○ Required immunizations per Division requirements</li> <li>○ Complies with Isolation precautions</li> <li>○ Maintains sterile field</li> </ul> </li> </ul>
<p><b>References:</b></p> <p>Texas Board of Nursing: <a href="https://www.bon.texas.gov/licensure_verification.asp">https://www.bon.texas.gov/licensure_verification.asp</a></p> <p>Nursing Compact States &amp; Nurse Licensure: <a href="https://www.travelnursing.com/what-is-travel-nursing/nursing-compact-states/">https://www.travelnursing.com/what-is-travel-nursing/nursing-compact-states/</a></p> <p>Nursys: <a href="https://www.nursys.com/LQC/LQCTerms.aspx">https://www.nursys.com/LQC/LQCTerms.aspx</a></p>

**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.**

<p><b>Applicant Printed Name:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date:</b> _____</p>
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