

**Critical Access Hospital
Anesthesia Department Director (CRNA)
Position Description
Sample**

Title

Anesthesia Department Director (CRNA)

Reports to

Governing Body / Chief Medical Officer / VP Operations / Chief Health Services Officer *[insert as applicable to facility organization]*

Supervises

Anesthesia Department Staff

Description

The Anesthesia Department Director is a dedicated clinical practitioner who coordinates the delivery of anesthesia services by overseeing a capable and motivated staff, monitoring trends and reviewing singular events, and providing an overall vision of the practice. The Director strives to exceed accreditation, regulatory, organizational and professional expectations. The Director acts as a liaison between anesthesia professionals and members of administrative, clinical and medical staff.

Qualifications

Note: The Centers for Medicare and Medicaid Services (CMS) Critical Access Hospital (CAH) Conditions of Participation do not address or require anesthesia departments. State law or accrediting agencies may require an anesthesia department or a facility may choose to have an anesthesia department. If an anesthesia department is established and if state or local law and accreditation standards permit, CRNAs may hold the position of Anesthesia Department Director.

- Holds current active state licensure as a registered nurse in the state of _____, and complies with applicable state statutory and regulatory requirements concerning CRNAs.
- Graduate of a nurse anesthesia educational program accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs or its predecessor.
- Currently certified or recertified by the National Board of Certification and Recertification for Nurse Anesthetists.
- Insurable by an appropriate medical malpractice insurer for the limits required by this institution or state.
- Demonstrates current competency in the management and clinical responsibilities specified below.
Minimum of _____ years' experience as a CRNA.

Medical Staff

- The Anesthesia Department Director may serve on the Medical Executive Committee or other medical staff committees. **[Review medical staff bylaws for consistency]**
- Attend Medical Staff meetings and represent the Anesthesia Department.

Managerial

- Plans, directs, and supervises the activities of the anesthesia service, including anesthesia, sedation, analgesia, and advanced pain management, throughout the hospital and all departments in all campuses and off-site locations where anesthesia services are provided. Develops and recommends to medical staff the criteria for clinical privileges granted for the anesthesia service.
- Collaborates with regional vice presidents, center managers, physicians, surgeons, and healthcare professionals to deliver anesthesia services for all related surgical and invasive procedures.
- Provides continuity of patient care by coordinating the care provided by anesthesia professionals with care provided by nursing and surgical/procedural staff and other staff as needed.
- Creates management systems which assure the achievement of organizational goals, promote the performance, development and retention of staff, and are responsive to needs for change.
- Facilitates the development, implementation and reassessment of policies and procedures for the practice.
- Assists staff in identifying and solving patient care problems relating to anesthesia services on a day-to-day basis.
- Oversees the recruitment of anesthesia professionals (e.g., CRNAs, anesthesiologists).
- Reviews the credentials of all applicants for anesthesia privileges and medical staff membership and makes recommendation for delineation of privileges and membership status.
- Oversees anesthesia professionals in the maintenance of responsibility and accountability for controlled substances, according to department and facility policies and state and federal law and regulations, and takes appropriate action if loss or diversion of controlled substances is identified.
- Provides leadership support to promote and improve adherence to accreditation, regulatory, policy and practice specific to administration of anesthesia, sedation, analgesia (including advanced pain management) in conjunction with the Chief Medical Officer.
- Maintains staffing so that anesthesia professionals are available to provide care for the surgical/procedure schedule as well as 24-hour coverage.

Quality

- Oversees, as appropriate, any review of the necessity, appropriateness, or quality of health care services rendered to a patient, and the qualifications, competence, or performance of a healthcare provider.
- Additionally, as part of the critical access hospital's quality assurance program, participates in:
 - Ongoing monitoring and data collection
 - Problem prevention, identification and data analysis
 - Identification of corrective actions
 - Implementation of corrective actions

- Evaluation of corrective actions
- Measures to improve quality on a continuous basis
- Provides guidance to anesthesia staff on policies and procedures to enhance patient care.
- Facilitates the organization, implementation and participation of intra and interdepartmental educational programs.

Clinical

- Provides clinical anesthesia care, as necessary, in accordance with CRNA job description and/or CRNA clinical privileges.

Patient Safety

Supports patient safety when performing his or her job functions and through participation in facility, department or unit patient safety initiatives.

- Takes action to correct observed risks to patient safety.
- Reports adverse events and near misses to appropriate management authority.
- Identifies possible risks in processes, procedures, devices and communicates the same to those in charge.

Professional Development

- Participates in required educational programs.
- Participates in monthly departmental meetings.
- Seeks ongoing professional management educational growth.
- Maintains current state licensure requirements for CRNA practice.

Knowledge, Skills, Abilities

- Highly proficient anesthesia skills and knowledge of anesthesia practice guidelines is required.
- Knowledge in preparing and analyzing financial data and implementing change to contain costs for budget management purposes.
- Proficient organizational and problem solving skills to develop and implement efficient work processes.
- Ability to think and function at an organizational systems level and to move beyond the boundaries of discipline and clinical specialty.
- Demonstrate highly effective verbal and written communication skills.
- Ability to work in a stressful work environment.
- Able to handle confidential issues with integrity and discretion.
- Ability to demonstrate knowledge and skills necessary to provide care appropriate to the patient populations(s) served.
- Ability to demonstrate knowledge of the principles of growth and development over the life span and ability to assess data reflective of the patient's requirements relative to his or her population-specific and age specific needs.

I attest that I am physically and mentally capable of providing the services indicated in this position description. Procedures describing the process for assignment, suspension or revocation of these clinical responsibilities have been given to me. I have received a copy of this position description, the anesthesia department's guidelines, policies, and procedures, and the applicable **[facility/system]** medical staff bylaws, rules and regulations, and policies and procedures.

Signature: _____

Supervisor Signature: _____

Date: _____

Date: _____

DISCLAIMER

This sample position description is designed to be used as a guide. Each individual facility is responsible for and determines the level of detail and applicability. Identify any gaps between this sample position description and your practice and carefully consider any unintended consequences. This information is provided as a service to our members and does not constitute legal advice. Federal, state, and local law and regulations should be consulted. Each individual utilizing this resource should consult with legal counsel in his or her state (or the state in which you intend to practice) to be properly advised on any laws or regulations governing his or her business practices.

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