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# Example of Anesthesia Technician Job Description

Our growing company is searching for experienced candidates for the position of anesthesia technician. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for anesthesia technician

* Responsible for set up, operation and maintenance of specialized equipment, including life support
* Use appropriate techniques and follow anesthesia technician guidelines
* Maintains anesthesia supplies and drugs by establishing inventory levels
* Maintains equipment by preparing, testing, and setting up a variety of anesthetic equipment for surgical use
* Coordinate plans with identified anesthesia supply and equipment personnel to ensure supplies and equipment are available for anesthetic procedures
* Increase or decrease supply levels as warranted by usage
* Receive and inspect all orders for damages, defects, shortages, and out-of-date materials and makes any necessary corrections
* Initiate purchase requisitions in accordance with the purchasing guidelines
* Follow through on receipt of items ordered and notify appropriate personnel of back-orders or substitute products
* Check and maintain appropriate supply of O2, N2O, air, helium, and nitrogen for surgery

## Qualifications for anesthesia technician

* Follow the established purchasing guidelines for sending equipment out for repair
* Secure loaner equipment as replacement per instructions of Department Director, Manager, or anesthesia physician
* Maintain files and record for all anesthesia orders and equipment sent out for repair
* Troubleshoot problems relating to availability or working condition of equipment or supplies
* Running TEG's
* A high school diploma or equivalent (GED) is required