

**OLIVE VIEW-UCLA MEDICAL CENTER
DEPARTMENT OF ANESTHESIOLOGY
POLICY & PROCEDURE**

**NUMBER: 411
VERSION: 3**

SUBJECT/TITLE: 013-AOD (ANESTHESIOLOGIST OF THE DAY) DUTIES

POLICY: AOD (ANESTHESIOLOGIST OF THE DAY) DUTIES

PURPOSE: TO LIST RESPONSIBILITIES OF THE AOD

DEPARTMENTS: ANESTHESIOLOGY

DEFINITIONS: AOD: Anesthesia **O**fficer of the **D**ay

PROCEDURE:

1. An Anesthesiologist is designated daily to assume the duties of AOD. The AOD is the manager of department of Anesthesiology staff that day, including main OR, OB (L & D) needs and out of the OR Anesthesia manpower needs. They are to ensure maximum patient safety as well as efficiency of clinical staff during the weekday. The AOD is to insure that all manpower needs are met during the day. As the “On-Call” team assumes responsibilities, the AOD is to insure that the Anesthesiologist on call is informed of any clinical situations requiring attention and is informed of any items that might need follow-up or action from the Anesthesia on-call team (hand – off). Making rounds together in the OR and PAR is a useful way to report. Also report any patients on the floor/ICU that might need Anesthesia services.
2. The AOD must be ready to take responsibility by 0700 and check the OR schedule Board for any changes. The AOD should be ready to take report from the Anesthesia call team as they give their hand-off report at the end of their shift. The AOD should check for report of any sick call. The AOD should ensure that all Anesthesia clinical staff (i.e. Anesthesiologist/CRNA) are present in their assigned room/work location. The AOD should be prepared to make any needed changes in assignments to insure that all clinical locations are properly staffed.
3. The AOD shall receive the AOD beeper from outgoing on call staff. The AOD shall wear the assigned beeper continuously and respond promptly to pages. The AOD shall insure that the Anesthesiologist assigned to L&D has received the appropriate beepers/keys.
4. The AOD shall work in conjunction with the OR RN in charge and any needed surgeons to provide the upmost in patient care and to insure that the OR schedule is done in as efficient manner as possible. This calls for pro-active participation on the part of the AOD.

SUBJECT/TITLE: 013-AOD (ANESTHESIOLOGIST OF THE DAY) DUTIES

Policy Number: 411

Page Number: 2

5. The AOD shall assign Anesthesiologists and CRNA's, to various duties. These may include:
 - a. Evaluation of add-on/emergency cases
 - b. Anesthesia consults
 - c. Cardioversions
 - d. Assistance to MD making rounds
 - e. Assistance to OB Anesthesia staff
 - f. Response to Code Blue
 - g. Requests for intubations in all hospital locations
 - h. Provide anesthesia for procedures outside the OR
6. The AOD shall assign duties to the Nurse Practitioner and the Anesthesiology Technician.
7. The AOD shall be aware where all staff are at all times so they can be assigned promptly.
8. The AOD shall check that appropriate staff have had breaks and lunch.
9. The AOD may need to stay late, continuing in a supervisory role or to provide anesthesia, depending on the acuity of the Anesthesiology service.
10. The AOD or his /her designee shall be responsible for the medical management and timely discharge of patients from the Post Anesthesia Care Unit (PACU).

References:	
Approved by: Rima Matevosian (Chief Medical Officer)	Date: 08/25/2016
Review Date: 08/25/2016; 02/11/2020	Revision Date: 09/06/06; 09/10/09; 12/2/11; 08/25/2016
Next Review Date: 02/11/2023	
Distribution: Anesthesiology	
Original Date: 09/01/1992	