

**``Sacred Heart Hospital
Eau Claire, Wisconsin**

Position Description

Title: _____ REGISTERED RESPIRATORY THERAPIST _____

Division: _____

Supervisor _____ DIRECTOR OF RESPIRATORY CARE _____

Department: _____ RESPIRATORY CARE _____

Position Summary -- Assess, treat, and care for patients with breathing disorders. Assume primary responsibility of all respiratory care modalities, including the supervision of respiratory therapy technicians. Initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check and operate equipment.
Required Qualifications – Completion of a two-year accredited respiratory therapy program and current registration with the National Board of Respiratory Care as a Registered Respiratory Therapist.

Core Expectations -- This group of expectations applies to any individual who is employed by Sacred Heart Hospital.

Expectations	Competencies/Behaviors
<i>Delight your patients, customers and co-workers.</i>	<ol style="list-style-type: none"> 1. Demonstrates a team/collaborative approach with colleagues. <ol style="list-style-type: none"> a. Seeks win-win solutions. b. Helps and supports co-workers and physicians. c. Actively participates in team discussions and activities. 2. Demonstrates the core values of care, joy, respect and competence in interactions with peers, patients, family members, physicians and others. 3. Demonstrates behaviors consistent with Service Excellence Standards (as delineated in the Service Excellence Standards Book). 4. Practices effective communication skills: <ol style="list-style-type: none"> a. Active listening. b. Gives clear and concise information. c. Constructive interactions (verbal, nonverbal and written). 5. Seeks and supports a non-violent climate.
<i>Be reliable.</i>	<ol style="list-style-type: none"> 1. Reports to work on time. Provides proper notification and advance notice of absence/tardiness. 2. Complies with lunch and break periods in accordance with Hospital Policy and department staffing needs. 3. Is punctual for appointments and meetings. 4. Demonstrates good time management skills; utilizes work hours efficiently to avoid unnecessary overtime. 5. Serves on committees, teams, task forces, etc., as assigned. 6. Meets project deadlines. 7. Follows up on matters requiring additional attention.
<i>Grow and learn.</i>	<ol style="list-style-type: none"> 1. Attends and participates in annual mandatory inservices and other required inservices and meetings. 2. Attends and participates in continuing education as appropriate. 3. Shares expertise and knowledge with others and demonstrates openness to learn from other staff. 4. Participates in orientation preceptorship and mentoring of students, volunteers and other staff as appropriate. 5. Participate in projects, clinic and community programs as appropriate.
<i>Support organizational success.</i>	<ol style="list-style-type: none"> 1. Demonstrates awareness, understanding and support of the Hospital Philosophy, Mission and strategic direction. 2. Follows established Hospital and Departmental policies and procedures. 3. Promotes new ideas and adapts to change in a constructive manner. 4. Supports good stewardship through effective use of resources. 5. Understands, supports and participates in performance improvement processes at Sacred Heart Hospital. 6. Uses basic performance improvement tools, such as problem solving, brain storming, etc.

7. Suggests ideas for performance improvement and barrier removal.
8. Reads and acts on Hospital information and communication, i.e., memos, communication boards, communication log, newsletters, etc.
9. Demonstrates knowledge and behaviors that support a safe environment (infection control, fire safety, utilities management, etc.)

Professional Expectations --. This group of expectations applies to any position in which a certification or license is required.

Expectations

Competencies/Behaviors

Maintain required licensure, registration and/or certification as required.

1. Current State of Wisconsin Respiratory Care Practitioner License.
2. Current Registered Respiratory Care Practitioner Certificate with the National Board of Respiratory Care.
3. Basic Life Support Certification.
4. Neonatal Resuscitation Procedure Certification within one year.

Job Specific Expectations --. This group of expectations relates to the specific responsibilities of the position.

Expectations

Competencies/Behaviors

Possesses the knowledge and skill to administer treatments and/ or procedures assigned to Respiratory Care Personnel.

1. Assists with maintaining functioning equipment and adequate supply inventory by reprocessing non-disposable equipment by cold sterilant or sending appropriate items to Central Sterilizing for reprocessing. All supplies are obtained by ordering through the appropriate Service Center Personnel.
2. Demonstrates competency in performing the following functions/procedures:
 - a. Administers Aerosolized Medications and as appropriate adjusts utilizing protocols.
 - b. Performs Chest Physical Therapy.
 - c. Administers Intermittent Positive Pressure Breathing Therapy.
 - d. Instructs and Monitors Incentive Spirometry.
 - e. Administers Oxygen Therapy and as appropriate adjusts utilizing protocols.
 - f. Acts as a member of the Code Blue and Trauma Teams.
 - g. Administers non-invasive mask ventilation using CPAP or BiPaP.
 - h. Administers Down Flow CPAP Therapy.
 - i. Administers Heliox Therapy.
 - j. Monitors Pulse Oximetry.
 - k. Obtains EKG tracings.
 - l. Sets up Oxygen, Nebulizers, CPAP or BiPAP for Home use with area Home Care Agencies.
 - m. Performs Physical Assessment.
 - n. Monitors and Assists with Airway Clearance.
 - o. Monitors and Assists with Tracheostomy Tube Plugging and Tracheostomy Speaking Valves.
 - p. Monitors and Assists with Tracheostomy Tube Changes.
 - q. Is a Member of the Pulmonary Rehabilitation Staff (If trained).
 - r. Performs Occupational Medicine Pulmonary Function Screening (If Trained).
 - s. Performs Arterial Blood Gas Punctures or obtains Arterial blood from an Arterial line (If trained).
 - t. Sets up and maintains Continuous Mechanical Ventilation for all patient populations, monitors Ventilation Graphics and performs weaning parameters. (If trained).

	<ul style="list-style-type: none"> u. Sets up and monitors End tidal CO2 monitoring (If trained). v. Completes bedside Pulmonary Function Testing (If trained). w. Performs Complete Pulmonary Function Studies including distribution of results (If trained). x. Assists medical Staff with Bronchoscopies (If trained). y. Performs and evaluates Peak Flows. z. Infant Nasal CPAP. aa. Oxygen, High flow.
Education	1. Develops and/or administers a Respiratory Care related competency to department staff as assigned..

DEPARTMENT DIRECTOR _____ DATE _____

DIVISION DIRECTOR _____ DATE _____

DIVISION DIRECTOR/HUMAN RESOURCES _____ DATE _____

This position description contains the facts necessary to evaluate and distinguish it adequately from other positions. It is not intended to be a detailed description of every duty and responsibility.

PHYSICAL PROFILE OF THE JOB

Department: RESPIRATORY CARE

Job Title: REGISTERED RESPIRATORY THERAPIST

<u>PHYSICAL DEMANDS</u>	<u>NEVER</u>	<u>RARE</u>	<u>OCCASIONAL 0-33% OF DAY</u>	<u>FREQUENT 34-66% OF DAY</u>	<u>CONTINUOUS 67-100% OF DAY</u>
Stand					X
Sit			X		
Walk					X
Climb Stairs			X		
Kneeling		X			
Climbing		X			
Twisting			X		
Stoop/Bend at Waist			X		
Reach below Shoulders			X		
Reach above Shoulders			X		
Manipulate objects with both hands					X
with one hand			X		
Squatting					X
Normal Hearing					X
Normal Sight					X
Work Indoors					X
Work Outdoors		X			
Expose Hands to Water					X
To hand-washing					X
To irritants				X	

LIFTING

0-15 pounds				X	
16-30 pounds				X	
30-50 pounds			X		
More than 50 pounds			X		

PUSH

0-25 pounds			X		
More than 25 pounds (includes carts and wheelchairs)			X		

PULL

0-25 pounds			X		
More than 25 pounds			X		

CARRYING

0-20 pounds			X		
21-40 pounds			X		
40-60 pounds		X			
More than 60 Pounds		X			

<u>ENVIRONMENTAL FACTORS</u>	<u>NEVER</u>	<u>RARE</u>	<u>OCCASIONAL 0-33% OF DAY</u>	<u>FREQUENT 34-66% OF DAY</u>	<u>CONTINUOUS 67-100% OF DAY</u>
Exposure to Biohazards	_____	_____	X	_____	_____
Exposure to Radiation	_____	_____	X	_____	_____
Exposure to Noise	_____	_____	X	_____	_____
Hearing Protection Required	_____	X	_____	_____	_____
Exposure to Heat	_____	X	_____	_____	_____
Exposure to Cold	_____	X	_____	_____	_____
Exposure to Toxic Chemicals	_____	_____	X	_____	_____
Exposure to Fumes	_____	_____	X	_____	_____
Exposure to Dust	_____	_____	X	_____	_____
Operate Motor Vehicle	_____	X	_____	_____	_____
Operate Hand/Power tools	_____	_____	X	_____	_____
Operate Machinery	_____	_____	_____	X	_____
Wear Protective Clothing	_____	_____	_____	X	_____