

CLAIBORNE MEMORIAL MEDICAL CENTER
Respiratory Therapy Department
Job Description

RESPIRATORY THERAPY - THERAPIST

STATEMENT OF PURPOSE:

Under the general direction of the Medical Director, plans, directs and supervises standard and specialized functions of Respiratory Therapy, which provides therapies to aid physicians in their treatment of patient's cardiopulmonary disorders. These functions are performed in accordance with physician's written orders and within the limits of acquired skills and capabilities.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Provides standard and specialized respiratory care services to patients in accordance with physician's written orders and within the scope of practice for Respiratory Therapy. .
2. Responsible for assessing equipment in properly functioning order. May perform minor or routine equipment adjustments. Responsible for following proper procedure for major equipment repair.
3. Performs pulmonary function studies within the limits of acquired skills and capabilities.
4. Administers gases and gas mixtures by equipment such as cannula, tent, hood, and masks as prescribed by physician in written orders; provides controlled environment with respect to temperature and humidity, as prescribed.
5. Administers assisted ventilation via bag, mask; institutes and maintains continuous mechanical ventilator support when ordered by physician.
6. Confers with physicians regarding treatment of their patients and results of tests; providing technical evaluation of patients' progress, as requested. Confers with nursing and physicians regarding any problems noted. Requests review of prescribed treatment regimen in cases where potential incompatibility of medicine and treatment is noted.
7. Verifies therapy orders by reading patient's chart noting physician's requirements of treatments such as type and frequency of therapies, medications and dosages ordered.
8. Gathers material and equipment necessary and transports them to the patient's room.
9. Insures that therapy is being delivered in accordance with prescription by checking equipment gauges, concentrations with analyzers, etc.
10. Explains purpose, use and operation of the equipment to patients/caregivers to alleviate concern and to insure optimum results.
11. Observes patient during therapy and monitors patient at various time intervals in accordance with departmental policy to verify physician's orders are being followed, apparatus is in good working condition, observes patient for comfort and general conditions, noting respiration, pulse, color.
12. Logs all pertinent treatment information such as patient's name, ordering physician, type of therapy and method of administration, date, time started, etc. In addition, logs all treatments and round in proper departmental log/charge cards so that charges may be completed.
13. Disassembles, cleans and sterilizes equipment using hand tools, soap, water, sterilizing agents, towels and reassembles for use.

14. Explains safety rules to patients and visitors in patient rooms and posts required safety signs.
15. Makes patient and equipment rounds at scheduled intervals.
16. Observes safety regulations and procedures concerning storage, handling and use of piped gases and cylinders.
17. Maintains work areas and equipment in a neat, orderly and safe condition.
18. Is a member of the cardiopulmonary resuscitation team and is called on for technical assistance and consultation; keeps up-to-date on cardiopulmonary research and assists in instructing other hospital personnel in techniques, procedures and use of equipment.

REQUIREMENTS/QUALIFICATIONS:

1. Knowledge of the basic sciences; physics, math, chemistry, anatomy and physiology.
2. Understanding of cardiovascular pharmacology, fundamentals of pulmonary and cardiovascular physiology.
3. High school graduate or equivalent having satisfactorily completed the NBRC prescribed one year program in an approved school of Respiratory Therapy.
4. Must have passed the NBRC examination for Registered Respiratory Therapy (RRT). Must hold a currently valid NBRC certificate.
5. Must be currently licensed by the Louisiana Board of Medical Examiners as a Registered Respiratory Therapist.
6. Must hold current BLS, ACLS, and PALS certifications.
7. Must have thorough working knowledge of the following:
 - a. All types of equipment used in conjunction with Respiratory Therapy, its function, purpose, limitation and application to various pathological conditions.
 - b. All types of drugs and medications used in conjunction with Respiratory Therapy, their purpose, standard dosages, compatibility and potential adverse side effects.
 - c. The accepted practices, procedures and techniques applicable to respiratory therapy.
 - d. The equipment, procedures and techniques involved in conducting routine pulmonary function test.
8. Required to participate in annual Infection Prevention education.
9. Required to follow Infection Prevention guidelines (i.e., proper use of isolation precautions, proper use of PPE, etc.)
10. Required to follow all Employee Health protocols (i.e., annual TB skin test, annual flu vaccine, etc.)
11. Required to attend all mandatory inservices including departmental meetings.
12. Required to be a role model and support person for RT staff and staff from other departments.
13. Required to participate in monthly PI.
14. Required to have basic computer knowledge.
15. Required to have the ability to communicate effectively in English, both written and verbally.
16. Required to pass pre-employment drug screen and random drug screens.

PROFESSIONAL REQUIREMENTS:

1. Adheres to dress code, appearance is neat and clean.

2. Completes annual education requirements.
3. Maintains regulatory requirements, including all federal, state, local regulations and accrediting organization standards.
4. Maintains and ensures patient confidentiality at all times.
5. Reports to work on time and as scheduled, completes work within designated time.
6. Wears identification while on duty, uses computerized punch time system correctly.
7. Completes inservices and returns in a timely fashion.
8. Attends annual review and department inservices, as scheduled.
9. Attends at least 10 staff meetings annually, reads and returns all monthly staff meeting minutes.
10. Represents the organization in a positive and professional manner.
11. Actively participates in performance improvement and continuous quality improvement (CQI) activities.
12. Complies with all organizational policies regarding ethical business practices.
13. Communicates the mission, ethics and goals of the hospital, as well as the focus statement of the department.

STAFFING/SCHEDULE:

Schedules are provided for each department in a four (4) week time frame. Depending on needs of the department (i.e., census, employee illness, vacation requests, etc.) staff may be asked to work other shifts to cover the department with the appropriate number of staff. This includes:

1. Working shifts that are not the employee's normally scheduled shifts.
2. Working departments that are not the employee's normally scheduled department.
3. Working times that are not the employee's normally scheduled time (i.e., 7a – 7p, 7p – 7a).
4. Taking call for the unit – Call means that you do not report to work unless the need arises and you are notified that extra staff is called to work. Taking call means that you are available for a set time frame, normally a 12 hour shift, and that you can report to work within 30 minutes after notification, and will work the shift or until the need for extra staffing has been fulfilled.
5. If asked to work a different shift or to take call, the employee will be paid according to the facilities set shift differential and call pay rates.

PHYSICAL DEMANDS:

1. Walking and/or standing approximately 80-90% of the day.
2. Sitting approximately 10-20% of the day.
3. Must be able to lift up to 40 lbs. (no less than 20 lbs.) less than 30% of the day.
4. Must be able to bend, stoop, kneel, and reach over the head less than 10% of the day.

DISCLAIMER:

This is not an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks to be performed when circumstances change.

RESPONSIBILITY:

The Respiratory Therapist reports directly to the Respiratory Therapy Manager.

DIRECT REPORTS:

None

ACCEPTANCE:

Signature

Date