



Respiratory Therapist JOB DESCRIPTION

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| Position Title: | Respiratory Therapist | Exemption Status: | Non-Exempt |
| Job Classification: | | Job Code: | |
| Department: | Cardiopulmonary | | |
| Reports to: | Director of Cardiopulmonary | | |
| Last Update: | November 1, 2016 | | |

Job Summary

Under the supervision of the Cardiopulmonary Services Medical Director and Department Director, the Respiratory Therapist is responsible for providing Cardiopulmonary care services in accordance with specific physician orders, department policies and procedures. The Respiratory Therapist administers respiratory care and life support to patients with deficiencies and abnormalities of the cardiopulmonary system, performs diagnostic tests of the cardiovascular and pulmonary system to aid physicians in the diagnosis and treatment of heart and lung disorders.

Essential Functions

- Maintains knowledge of the various methods of oxygen delivery, including the necessary equipment. Remains alert, assesses possible side effects to oxygen delivery.
- Administers respiratory therapy treatments, and nebulized medications. Understands the purpose of each and the possible side effects associated with each.
- Sets-up and monitors mechanical ventilators and the associated critical care duties required for such treatment.
- Performs arterial punctures to obtain arterial blood samples for blood gas analysis, and understands the possible complications and contraindications associated with the procedure.
- Follows departmental equipment sterilization procedures.
- Documents all pertinent data on the patient's medical record following completion of any service.
- Maintains a thorough knowledge of electronic health record, departmental forms, flow charts, Logbooks and their proper usage.
- Performs all additional duties as assigned by the department director.
- Performs EKG's, types report interpretations, sends reports to physicians who request them, and files reports in department, according to department procedures.
- Demonstrates knowledge and understanding of the differences in technique and treatment modalities as performed on patients of varying ages, including pediatric, adolescent and geriatric patients.
- Demonstrates knowledge and understanding of oxygen concentrations and medication doses as they relate to patients of varying ages, including pediatric, adolescent and geriatric patients.
- Manages and operates equipment safely and correctly. Inspects and tests respiratory therapy equipment to ensure that it is functioning safely and efficiently.
- Formulates a teaching plan based on identified learning needs of a patient and evaluates effectiveness of learning. Patient's family is included in teaching as appropriate.
- Treats patients and their families with respect and dignity. Coordinates and directs patient care to ensure patient's needs are met and that hospital policy is followed.

- Ability to assess patient, his/her need, and ability to tolerate treatment and reassessment for response to treatment.
- Attends education in-service programs to maintain professional competency. Obtains appropriate hospital-specific education and training.
- Participates in performance improvement activities and CQI teams when discussion pertains to department concerns, workflow and mission.

Non-Essential Functions

- Perform other duties as assigned.

Professional Requirements

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Maintains regulatory requirements.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.
- Complies with all organizational policies regarding ethical business practices.
- Communicates the mission, ethics and goals of the facility as well as the focus of the department.

Regulatory Requirements

- Current State and National Respiratory Therapist Licensure.
- Graduate of an American Medical Association approved School of Respiratory Therapy.
- Current Basic Life Support (BLS) certification or must be obtained within thirty (30) days of hire
- Current Advanced Cardiac Life Support (ACLS) certification or must be obtained within six (6) months of hire
- Current Pediatric Advanced Life Support (PALS) certification or must be obtained within six (6) months of hire

Knowledge, Skills, and Abilities

- Knowledge in general clinical services.
- Strong organizational and interpersonal skills.
- Ability to determine appropriate course of action in more complex situations.
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude.
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work.
- Ability to maintain confidentiality of all medical, financial, and legal information.
- Ability to complete work assignments accurately and in a timely manner.
- Ability to communicate effectively, both orally and in writing.
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner.

Physical Requirements and Environmental Conditions

- Work is performed during regular work hours, but will require evening and/or weekend hours to meet deadlines.
- Work in varying degrees of temperature (heated or air conditioned).
- Work under extreme pressures.
- Position requires walking for approximately 10-12 hours per day.
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date