



## POSITION DESCRIPTION Respiratory Therapist

**POSITION SUMMARY:**

Administration of therapeutic and diagnostic respiratory care procedures in accordance with protocols established by the hospital and under the order of a licensed physician to arrest or correct underlying or pending pathophysiologic respiratory and related conditions. Perform patient assessments and attend assessment meetings as required.

### POSITION DESCRIPTION – RESPIRATORY THERAPIST

#### STANDARD

**Environment of Care: Demonstrates knowledge and practice of:**

1. **Safety** - Department specific and hospital wide safety risks
2. **Security** – Processes for minimizing security risks
3. **Haz Mat/Waste** - Procedures for spills/MSDS
4. **Emergency Preparedness** – Role in emergency codes
5. **Fire Safety** – Role/response in Code Red actual/drill
6. **Med Equipment** – Safe operation of equipment (see specific list) user error education
7. **Utility Systems** – Emergency procedures for utility failures

**Infection Control: Demonstrates knowledge and practice of:**

8. Department specific policies and procedures
9. Hospital-wide policies and procedures
10. Location/use of personal protective equipment
11. CDC Hand Washing Guidelines

**Performance Improvement: Demonstrates knowledge of:**

12. Hospital-wide approach to Performance Improvement
13. How department is involved in hospital-wide PI program

**Patient Rights: Demonstrates knowledge and practice of:**

14. Patient Rights and Responsibilities
15. Confidentiality Policy – HIPAA
16. Ethical Issue Resolution
17. Organizational Ethics Policy
18. Restraint Policy & procedure, alternatives to restraints

**Risk Management: Demonstrates knowledge and practice of:**

19. Occurrence Reporting
20. Identify and report a sentinel event
21. Sexual Abuse/Allegation Reporting
22. Root Cause Analysis/FEMA

**Certifications**

23. BLS card                      Exp date:
24. RRT License                Exp date:

**Patient Safety**

25. Non-punitive medical/healthcare reporting
26. National patient safety goals
  - Accuracy of patient identification using patient’s name and birth date
27. Fall prevention measures
28. Safe oxygen administration and storage

**STANDARD**

- 29. Safe operation of C-PAP and Bi-PAP equipment
- 30. Electrical safety of ventilation equipment
- 31. Restrain removal and reapplication
- 32. Safe ventilator setup, alarm settings and operation
- 33. Medication safety for Respiratory Therapy – Look alike, sound alike medication,; appropriate dosages
- 34. Bed rail safety/risks of entrapment
- 35. Sentinel events alert
  - Inpatient suicide
  - Infant abduction
  - High alert medications
  - Medical gas

**Department Core Competencies**

- 36. Perform patient assessment/reassessment as required.
- 37. ABG's – arterial puncture – radial
- 38. Aerosol therapy – heated
- 39. Aerosol treatments
- 40. Chest PT – pediatrics
- 41. Code Blue/Cardiac arrest response
- 42. Cough and deep breathe exercises
- 43. Blood gas QC and instrumentation
- 44. Endotracheal tube – intubation/suctioning/extubation
- 45. Peak flows/flutter therapy
- 46. IPPB treatments – safe administration
- 47. Metered dose inhalers
- 48. Medication administration and side effects
- 49. Performs proficiency testing as required to assure accuracy and compliance with regulatory agencies
- 50. Safe oxygen administration and storage
- 51. Parameter measurements
- 52. Pulmonary function testing
- 53. Proper use of pulse oximetry equipment
- 54. Use of ambu bags
- 55. Sputum induction
- 56. ET/NT suctioning
- 57. O2 management during transport
- 58. Ventilators
  - Pressure support ventilation
  - Weaning procedures
  - Extubation
  - Transport of patients
- 59. Ventilator management
  - Set up
  - Circuit change
  - Vent and alarm check

**Age Specific Competencies****Knowledge**

- 60. Demonstrate knowledge of growth and development
- 61. Criteria to identify victims of abuse and neglect

**Skills**

- 62. Demonstrates communication skills appropriate to age of patient
- 63. Selection of appropriate oxygen therapy devices/rates/ventilator setup specific to age
- 64. Assess age specific safety issues related to oxygen administration or ventilator
- 65. Appropriately interprets ABG's and oxygen saturation
- 66. Appropriately interprets patient response to treatment
- 67. Performs age appropriate respiratory assessments

**STANDARD**

**Service Standards**

- 68. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.
- 69. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
- 70. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.
- 71. Gives all customers their full attention and treats them with dignity, respect and understanding.
- 72. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.
- 73. Safeguards patient confidentiality in all forms of communication.
- 74. Works effectively with others toward achieving common goals including morale and teamwork.
- 75. Interacts compassionately and in a timely manner with all customers.

**Equipment – Demonstrate Safe and Effective Use**

- 76. Ventilators
- 77. Computer
- 78. Oxygen regulators/cylinders
- 79. ABG instrumentation
- 80. Pulse oximeter

**POSITION (MINIMUM) REQUIREMENT CHECKLIST**

Position Title: Respiratory Therapist

Department: Respiratory/Cardiopulmonary

**EDUCATION**

- Less than high school
- High school or GED
- Vocational/Technical
- 2 year/Associate Degree in RT
- 4 year/Bachelor's Degree
- Post Graduate Degree
- License/Certification – RRT/CRTT/NBRC
- Knowledge of state, federal, JCAHO regulations
- Knowledge of specialty equipment tools: pulse oximeter/vents/ABG lab/PFT
- Medical terminology

**EXPERIENCE**

- One year hospital experience
- One year RRT/CRTT experience
- One year ABG instrumentation
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**SKILLS**

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- All current RT modalities
- Management/Planning Skills

**PRE-PLACEMENT TESTING**

- Minimum score of \_\_\_\_\_ on Clerical test
- Minimum typing of \_\_\_\_\_ wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

**AGE OF PATIENTS SERVED**  
(For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Ped. (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

**MENTAL AND EMOTIONAL REQUIREMENTS**

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

**HAZARDS**

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

**PHYSICAL REQUIREMENTS**  
(See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

*The minimum requirements of this position require the individual to:*

- Stand for 8-12 hour(s) per day
- Sit for 3 hour(s) per day
- Walk for 8-12 hours per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

*Evaluate the requirements and activity percentage in time for this position based on the following:*

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 2 Climbing
- 2 Bending
- 2 Crouching
- 2 Squatting
- 1 Crawling
- 1 Kneeling
- 1 Balancing
- 2 Pulling with force
- 2 Reaching above head
- 2 Reaching above shoulder
- 3 Twisting at waist
- 2 Push/pull (up to 75 lbs.)
- 2 Lift/carry (up to 75 lbs.)
- 2 Lift from floor level up
- 2 Lift from waist level up
- 2 Lift above shoulders/head

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

### LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. Goggles
4. Mask
5. Booties
6. Blood gas splash shield

### LIST OTHER MINIMUM REQUIREMENTS:

#### OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

#### OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

#### COMPRESSED GAS USAGE

- Yes
- No

#### DEFINITIONS:

SEDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

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Employee Signature

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Date