

CLASS TITLE: SUPERVISING RESPIRATORY THERAPIST

Class Code: 02151600

Pay Grade: 28A

EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize, supervise, and review the work of a subordinate respiratory staff engaged in administering respiratory care including diagnostic procedures to hospitalized patients as prescribed by a physician; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom general instructions and assignments are received; consults with a physician regarding respiratory care; work is reviewed usually upon completion for conformance to policies, procedures, and directions.

SUPERVISION EXERCISED: Plans, assigns, supervises and instructs the work of personnel engaged in providing respiratory procedures.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize, supervise, and review the work of a subordinate respiratory staff engaged in administering respiratory care including diagnostic procedures to hospitalized patients as prescribed by a physician.

To consult with a physician in establishing an individual respiratory treatment program for each patient according to their abilities and limitations, and to monitor and evaluate such a program upon implementation.

To assist in the formulation of policies and procedures relative to respiratory care and to analyze and evaluate existing policies and procedures to insure maximum efficiency and effectiveness of the provided respiratory services; to make recommendations for necessary improvements or to introduce new respiratory methods, policies or procedures.

As required, to administer respiratory therapy treatment and specialized diagnostic respiratory procedures to hospitalized patients in accordance with physician's orders.

To make daily rounds throughout the hospital to check on patient condition and progress made regarding respiratory care and to discuss such observations with medical staff and make recommendations concerning changes in respiratory care and procedures if warranted.

To provide guidance and direction to respiratory staff engaged in the implementation of the respiratory treatment process.

To be responsible for the operation and maintenance of respiratory equipment, along with the responsibility for the disinfection and sterilization of all respiratory equipment, accessories and supplies.

To be responsible for planning, organizing and directing orientation program (s) for all new respiratory personnel designed to familiarize the employees with hospital therapeutic and diagnostic policies and procedures, the equipment utilized, program objectives, etc.

To be responsible for planning, coordinating and directing in-service programs in respiratory care.

To be responsible for preparing budget proposals for the respiratory department, including forecasting equipment and personnel needs and changes, equipment repair costs, supplies, as well as any other expenditures which would directly affect the budget allocation.

To prepare and maintain a variety of records and reports concerning department operations, such as type of procedures performed and the number of each; staffing hours rendered; billing rendered; total number of patients treated; payroll records; equipment records; etc.

To be responsible for the maintenance of accurate records related to respiratory therapy evaluation and treatment.

To attend staff and committee meetings as well as conferences relative to the respiratory care department and its services.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, techniques and equipment used in the application of respiratory therapy; skill in the application of such principles, practices and techniques; a thorough knowledge of precautions and potential hazards involved in respiratory therapy treatment; the ability to evaluate a patient's needs based upon their abilities and limitations and to establish a respiratory therapy program with conferral of a physician; the ability to analyze existing respiratory policies and procedures and to recommend improvements or introduce new respiratory methods or procedures to a superior; the ability to administer respiratory therapy and to operate required equipment; the ability to instruct, plan, assign, supervise and review the work activities of a subordinate respiratory staff; the ability to plan, coordinate and direct orientation and in-service training respiratory programs; the ability to prepare and maintain a variety of reports including budget proposals and departmental operational reports; the ability to maintain patient's records, as well as other various records relative to the respiratory department; the ability to establish and maintain effective working relationships with superiors, associates, subordinates, patients and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from high school supplemented by completion of an approved program or course of respiratory therapy; and

Experience: Such as may have been gained through: considerable employment as a certified respiratory therapist in a supervisory position private or public hospital or institution.

SPECIAL REQUIREMENT: At the time of appointment, must be registered by the National Board of Respiratory Care and must maintain such registration as a condition of employment.

Class Revised: May 15, 1994

Editorial Review: 3/15/03