

PART I	HAWAII HEALTH SYSTEMS CORPORATION	6.336
	STATE OF HAWAII	6.337
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Class Specification  
for the:

RESPIRATORY THERAPY SERIES

Series Definition:

This series includes positions the duties of which are to perform, advise on, supervise, evaluate and/or manage respiratory therapy services. Respiratory therapists evaluate, treat, and care for patients with breathing or other cardiopulmonary disorders.

Under the direction of a physician, respiratory therapists are responsible for all respiratory care therapeutic treatments and diagnostic procedures, including the supervision of respiratory therapy technicians. A respiratory therapist will consult with physicians and other health care practitioners to develop and modify individual patient care plans. A respiratory therapist provides complex therapy requiring considerable independent judgment.

Respiratory Therapists work in hospitals, health care facilities, physicians' offices, home health agencies, and skilled nursing facilities.

RESPIRATORY THERAPIST II 6.336

Duties Summary:

Under the supervision of a higher level Respiratory Therapist, provides respiratory therapy services in the evaluation and treatment of patients; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the entry level in the Respiratory Therapy Series. Positions in this class are responsible for providing respiratory therapy services for individuals with breathing disorders. The work is performed under the guidance of a higher level Respiratory Therapist in order to gain experience for fully independent performance. A wide variety of respiratory therapy skills and judgment are required in evaluating and treating patients. Recommendations pertaining to such areas as patient evaluation, treatments and goals are made to a supervisor. Decisions pertaining to routine aspects of patient treatment are initially made after consultation with appropriate sources. As experience is gained, such decisions are made more independently.

Contacts are maintained with patients, physicians, nurses, other Respiratory Therapists, and other healthcare professionals.

Examples of Duties:

Makes initial evaluation of the patient by interviewing, performing limited physical examinations and conducting diagnostic tests, such as breathing capacity and determination of concentration of oxygen and other gases in patients' blood; relays results to physician for treatment decisions; participates in the training of respiratory therapy technicians; instructs patients and/or family on treatments provided; attends staff meetings

Knowledges and Abilities Required:

Knowledge of: Basic principles and practices of respiratory therapy; respiratory therapy treatment procedures; operation of respiratory therapy equipment; monitoring patients; charting observations, evaluation and testing procedures, treatment techniques including use and modifications of appropriate therapy equipment, performing or participating in cardiopulmonary resuscitation; and methods of instructing patients and/or family members.

Ability to: Apply the principles, methods and techniques of respiratory therapy; select and use evaluating and diagnostic procedures effectively; prepare treatment plans; deal effectively with patients and other individuals; operate standard respiratory therapy equipment and make minor adjustments and repairs; keep records and prepare reports and instruct patients and others in the application of respiratory therapy procedures.

RESPIRATORY THERAPIST III

6.337

Duties Summary:

Under general supervision, performs diagnostic assessments and prepares therapeutic treatment plans in providing complex respiratory therapy services; may provide all respiratory therapy services for a unit, center or facility; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects the fully independent journeyworker level which performs the full range of respiratory therapy services in evaluating and treating individuals with breathing disorders. Incumbents of positions in this class are required to independently perform respiratory therapy procedures in accordance with physicians' orders. The work may involve the provision of all respiratory therapy services for a unit, center or

facility. Considerable independent clinical judgment is exercised in the implementation of respiratory therapy procedures for each patient.

Incumbents in this class receive general supervision from a higher level Respiratory Therapist or physician. Recommendations and decisions pertaining to treatment, evaluations, etc., involving the more difficult aspects of complex cases are made as part of the regular assignment.

Examples of Duties:

Makes initial evaluation of the patient by interviewing, performing a respiratory assessment, and conducting diagnostic tests, such as Pulmonary Function, Pulse oximetry, or Arterial Blood Gas, and relays results to physician for treatment decisions; participates in the training of respiratory therapy technicians.

Knowledge and Abilities Required:

Knowledge of: In addition to knowledge listed under the II level, this class requires current treatment techniques including use and modifications of appropriate therapy equipment.

Ability to: In addition to the abilities listed under the II level, this class requires the ability to independently apply principles, methods and techniques of respiratory therapy; instruct patients and others in the application of respiratory therapy procedures; and supervise lower level respiratory therapy personnel.

RESPIRATORY THERAPIST IV

6.338

Duties Summary:

Responsible for the small to moderate-sized program of respiratory therapy services for a facility or region and provides direct services; or develops and evaluates policies, procedures and standards and conducts studies concerning the provision of respiratory therapy services provided by a facility or region; and performs other related duties as assigned.

Distinguishing Characteristics:

Positions in this class reflect involvement in the supervisory and program development and evaluation aspects of respiratory therapy work. Recommendations pertaining to administrative and technical aspects of respiratory therapy services as well as decisions on treatment plans and routine administrative matters are made at this level. Positions in this class are typically of the following general types:

1. The Respiratory Therapist responsible for planning, organizing, coordinating, and conducting a program of respiratory therapy services for a facility, center, institution or a sub-program of a large division level respiratory therapy program where the scope of the services is considered small to moderate. The scope of such a program is based on the number of professional and subprofessional subordinate staff, the size and scope of the program within the hierarchy of the facility's total respiratory therapy program, the limited specializations within the respiratory therapy program of services, the availability of supervisory guidance or lack of such guidance, etc. A position in this class may be the sole professional Respiratory Therapist in a facility or program, or may supervise a small staff of subordinate professional, subprofessional and/or allied health services positions. The primary consideration however, is that the position is responsible for the program of respiratory therapy services and is significantly involved in planning, organizing, coordinating and conducting such a program, including the development and maintenance of operational policies and procedures and necessary coordination of services with other disciplines. Positions may also provide direct services to clients for a significant portion of the time.
2. A program specialist who conducts program planning and evaluation activities including the development, revision, and evaluation of policies, procedures, and standards in a respiratory therapy program area and provides advice and assistance to line personnel in public and/or private treatment facilities or program(s). Such functions may be performed as the respiratory therapy representative of an interdisciplinary team established to monitor and evaluate ongoing therapy treatment programs and may involve coordination of the team's activities. Positions in this type may also provide direct services to clients.

Examples of Duties:

Plans, conducts and coordinates a program of respiratory therapy services including program evaluation activities; develops and implements staff development activities; develops and revises operational policies, procedures and standards for the respiratory therapy program; conducts studies of operations, program problems and activities and makes recommendations for modification and expansion of existing respiratory therapy services or initiation of new services; updates policies and procedures manuals; attends conferences and staff meetings for cooperative planning or programs or treatment services; prepares correspondence, reports, case histories, treatment plans and other material; may supervise a small group of lower level Respiratory Therapists and other subprofessional and professional workers; assigns, schedules and reviews work of subordinates and provides them with guidance and assistance; evaluates work performance and approves leaves; provides technical guidance and assistance to line supervisors, administrators and their staff; interviews job applicants, resolves work problems, provides orientation and in-services training to new professional,

subprofessional and volunteer personnel; provides advisory and consultative services and program information to other therapists, diagnostic team members, family members, etc.; administers a variety of respiratory therapy assessment instruments and interprets results in conducting diagnostic evaluations; determines treatment goals, and develops and implements treatment plans for patients; in preparation for patient discharge, and to provide training and respiratory therapy services; maintains adequate supplies and material for program operation; provides fieldwork training experience for respiratory therapy students; prepares and supplies program budgetary information. Positions may also provide direct services to clients.

Knowledges and Abilities Required:

Knowledge of: In addition to the knowledge required in previous levels, functional principles and practices of respiratory therapy; principles and practices of respiratory therapy; available respiratory therapy resources in the community; and, for some positions, principles and practices of supervision.

Ability to: In addition to that specified for the prior levels, interpret and formulate operating policies and procedures, and plan, coordinate and conduct a respiratory therapy program; advise and counsel staff effectively; prepare program budget; explain the program of services offered; for some positions, supervise the work of others and establish and maintain effective and cooperative working relationships with other staff members, departments, community groups and the general public.

RESPIRATORY THERAPIST V

6.339

Duties Summary:

Plans, organizes, coordinates and directs a large program of respiratory therapy services including the supervision of a large staff of Respiratory Therapists and allied therapy personnel; serves as staff specialist in the field of respiratory therapy for a large program involving the planning, development and implementation of new projects and providing consultative services for respiratory therapy; prepares program plans and develops, revises and evaluates policies, procedures, standards and guidelines; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects positions with extensive supervisory and/or staff specialist functions. Positions in this class are typically of the following general types:

1. The supervisor of a large respiratory therapy unit with responsibility for planning, organizing, coordinating, directing and evaluating a program of respiratory therapy services. Supervision is over a large respiratory therapy

staff. In addition to the performance of supervisory functions, this class is responsible for the development and maintenance of operating policies, procedures and guidelines and implementation of the respiratory therapy program. The work of a position in this class is complicated by the coordination of services of a large staff and the responsibility for program planning and direction and integration of services with other disciplines. Positions may also provide direct services to clients.

2. A staff specialist responsible for a broad, and diverse respiratory therapy program concerned with planning, developing, evaluating, improving, revising, recommending and implementing respiratory therapy services for a large program. In addition, a position in this class serves as the respiratory therapy consultant having distinct ongoing programs in several areas of respiratory therapy specializations and provides direction to the program's Respiratory Therapists. Supervision received is administrative in nature and the position works independently under general direction.

#### Examples of Duties:

Plans, organizes, coordinates and directs a program of respiratory therapy services including program evaluation activities; supervises a large respiratory therapy staff including orienting new staff members, determining work assignments, evaluating job performance, interviewing job applicants, resolving work problems, providing employee training, etc.; develops respiratory therapy program policies and procedures and prepares written guidelines; evaluates effectiveness of the respiratory therapy program; conducts studies to identify respiratory therapy needs of the facility/region and recommends modification and expansion of program coverage as needed; prepares and maintains administrative reports on projects, program accomplishments, plans and goals; reviews records, reports, correspondence and other material prepared by subordinates; interprets and explains policies, procedures and work standards; prepares and submits budget requests; works with other agencies and community groups on matters pertaining to respiratory therapy; prepares requisitions for and maintains inventory of respiratory therapy supplies and equipment. Positions may also provide direct services to clients.

Plans and develops a large respiratory therapy services program having ongoing functions in several areas of respiratory therapy specialization; develops policies, guidelines and procedures for the respiratory therapy program; evaluates objectives and effectiveness of the respiratory therapy program and recommends revisions and modifications to improve content, quality and level of services and/or recommends new programs in light of needs and current trends in respiratory therapy; prepares program plans and budget; participates in planning new projects, conduct studies to determine appropriate needs, arranging for facilities, preparing budgetary request for staffing, equipment and supplies, formulating policies and procedures, and applying for Federal project grants and renewals; coordinates respiratory therapy services in various clinics and/or program areas in order to provide continuity of services; provides consultative

services in respiratory therapy to Respiratory Therapists, program administrators, directors, allied professional health personnel and others in policy determination, program development, operation and evaluation; plans and conducts workshops; gives lectures, and demonstrations and participates in seminars representing the respiratory therapy staff; and prepares reports.

Knowledges and Abilities Required:

Knowledge of: In addition to the knowledge required at the previous levels, extensive knowledge of both private and public respiratory therapy and related health care services available in the community.

Ability to: In addition to the abilities required at the previous levels, the ability to develop respiratory therapy and other related health service programs, projects, policies, procedures, plans and budgets; and establish and maintain effective and cooperative working relationships with other staff members, representatives of other departments, community groups and the general public.

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This is the first class specifications for the classes, RESPIRATORY THERAPIST II, III, IV & V.

Date Approved: October 31, 2011

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VP/Director of Human Resources