

HAWAII HEALTH SYSTEMS CORPORATION

Job Description

Respiratory Therapy Aide

(Position Description, Class Specification & Minimum Qualification Requirements)

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| Entry Level Work | HE-04 | 6.789 |
| Full Performance Work | HE-06 | 6.790 |

Function and Location

This position works in the respiratory therapy unit of a hospital and is responsible for performing a variety of respiratory therapy procedures and techniques as assigned by a Respiratory Therapy Technician.

Key Duties and Responsibilities

1. Take electrocardiograms.
2. Conduct oxygen rounds which involves physically checking all O₂ setups currently in use to ensure all humidifiers are assembled properly, filled with sterile H₂O and changed every 5 days or as necessary. Visibly check the mode of O₂ administration, i.e., mask, cannula, for cleanliness and check the volume of O₂ delivered. Notify the supervisor or respiratory therapy technician if findings are questionable.
3. Operate gas regulators. Set up certain patient care equipment (e.g., bronchoscope, ventilators, etc.).
4. Adhere to safety/infection control policies and procedures. Report unsafe equipment.
5. Maintain a clean, well-stocked, safe environment for patients and staff. Keep patient care and utility areas neat and clean.
6. Communicate and interact with patients and families in a positive and courteous manner.
7. Use the principles of growth and development to assess each patient's age-specific needs and provide age-specific treatment and care.
8. Maintain the strictest confidentiality of all facility and facility-related employee information.
9. Distribute/maintain O₂ tanks for facility-wide usage by keeping current inventory of O₂ tanks. Check the volume of O₂ tanks and replace as necessary.

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Other Duties

In addition to the key duties and responsibilities, this position may:

Gather patient care information to prepare daily billings of respiratory therapy services and supplies and related lab supplies; prepare and keep records of purchase orders for respiratory therapy and related labs and follow up with vendors on current shipment status; distribute and maintain respiratory therapy equipment and supplies; and maintain an inventory of respiratory equipment and supplies. Prepare and keep records of purchase orders for respiratory therapy and related labs and follow up with vendors on current shipment status; sterilize, clean and setup certain patient care equipment (i.e. bronchoscope, ventilators); restock the cart with supplies, medications, and patient care forms; handle and/or store confidential medical records; and perform other related duties as assigned.

Knowledge and Abilities used in Performing Key Duties at the Full Performance Level

Demonstrated proficiency in the application of all of the knowledge and abilities, specified below for the Full Performance level, in providing the full range of services to the patients of the work site, independently. Knowledge of the policies, procedures and work rules of the work site.

Controls Exercised over the Work

A Supervising Respiratory Therapy Technician provides supervision to the position.

Instructions Provided: Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions, and specific instructions in new and unusual situations.

Assistance Provided: Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, receiving specific guidance only in new, unusual, or emergency situations.

Review of Work: Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically to ensure that acceptable practices are followed.

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Prerequisite Qualifications Required for the Entry Level

Essential Knowledge and Abilities: One (1) year of experience in working with patients in a hospital, facility or program which demonstrated knowledge of basic spoken and written English; life skills which include activities of daily living (i.e., eating/feeding, providing fluids, bathing, dressing, etc.), and the ability to perform a variety of respiratory care procedures as directed by a Respiratory Therapy Technician; and accurately document observations and patient care activities performed; read, write, speak, understand and communicate effectively with others in English; follow oral and written instructions precisely; and get along well with others.

Certification Required: Basic Life Support (BLS) for Healthcare Workers must be obtained within six (6) months of employment.

Physical Requirements: All employees must be physically able to perform the essential duties of the position. The general types of physical abilities involved, and examples of the tasks requiring these abilities, follows:

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| Sensory: Read handwritten and typewritten patient care orders and instructions; observe skin color for cyanosis; hear the conversational voice; and palpate an artery. |
| Coordination and Dexterity: Perform blood gas analysis on a radial artery for patients at least 13 years old. |
| Strength and Stamina: Lift and carry a 20 pound oxygen tank; and push a 250 pound ventilator. |
| Mobility: Move freely throughout the hospital to perform procedures on patients in various units of the hospital. |

(These requirements are supplemented by the Physical Requirements Specifications, for Nurse Aide classes.)

Prerequisite Qualifications Required for the Full Performance Level

In addition to the qualifications required at the entry level:

Experience and Essential Knowledge and Abilities: One (1) year of progressively responsible work experience in a respiratory care program/setting which involved

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receiving on-the-job training in performing a variety of simple respiratory therapy procedures and techniques (e.g., oxygen rounds, taking electrocardiograms, etc.). Such experience must have demonstrated knowledge of basic human anatomy and physiology; humidity therapy; respiratory care; respiratory therapy equipment, its use and proper cleaning and sterilizing techniques; and the ability to adhere to orders and independently carry out simple respiratory procedures and techniques; communicate and deal effectively with patients and their families; and work effectively with others.

Substitutions Allowed:

- a. Possession of an Associate of Science Degree in Respiratory Therapy from an accredited community college or other comparable program may be substituted for all the required experience, or
- b. Completion of a one (1) year community college or other accredited program in respiratory therapy resulting in a Certificate of Achievement may be substituted for all the required experience.