

HAWAII HEALTH SYSTEMS CORPORATION

Job Description

Respiratory Therapy Assistant

(Position Description, Class Specification & Minimum Qualification Requirements)

Entry Level Work

HE-06

6.834

Full Performance Work

HE-08

6.835

Function and Location

This position works in the respiratory therapy unit of a hospital and performs respiratory therapy and related duties assigned by a respiratory therapy technician or therapist. The position may be required to work on shifts, including evenings, and weekends and holidays.

Key Duties and Responsibilities

1. Patient Care:

Assist the technicians in specific patient care duties that include medical gas/humidity therapy, CPR, electrocardiogram acquisition, arterial punctures and analysis of blood gases, gather/deliver supplies/equipment in an emergency. Perform arterial punctures and blood gas analysis on a radial artery for patients who are at least 13 years old.

Use the principles of growth and development to assess each patient's age-specific needs and provide age-specific treatment and care.

2. Conduct oxygen rounds, which involves physically checking all O₂ setups currently in use by patients to ensure all O₂ humidifiers are assembled properly, filled with sterile H₂O, and changed every five (5) days, or as necessary. Visibly check the mode of O₂ administration, i.e. masks, cannula, for cleanliness and check the volume of O₂ delivered. Notify the supervisor or respiratory therapy technician if findings are questionable.
3. Distribute/maintain O₂ tanks for facility-wide usage by keeping current inventory of O₂ tanks. Check the volume of each tank and replace with full O₂ tank as needed.
4. Distribute/maintain respiratory therapy equipment, supplies, and medication.
5. Maintain a clean well-stocked, safe environment for patients and staff. Keep patient care and utility areas neat and clean.
6. Receive all equipment into the respiratory therapy department and ensures that a technician checks the equipment before it is used for patient care. Assist the supervisor in the physical inventory of all respiratory therapy equipment bi-annually.

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Notify supervisor of expired equipment checks.

7. Respiratory Therapy Billing: Gathers patient care information to prepare a daily billing of all respiratory therapy services and supplies. Receive all billing information from respiratory therapy kardex. Input information into computer for each patient.
8. Adhere to safety/infection control policies and procedures. Report unsafe equipment.
9. Communicate and interact with patients and families in a positive and courteous manner.
10. Maintains the strictest confidentiality of all facility and facility-related employee information.

Other Duties

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

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

Knowledge of basic human anatomy and physiology, particularly of the cardiopulmonary systems; mathematics pertaining to the work, humidity therapy, medical gas therapy, respiratory care, respiratory therapy equipment (i.e. pressure and volume ventilators, blood gas analyzers, pressure manometers) and their use. Adhere to orders or detailed instructions and work independently in carrying out respiratory therapy procedures and techniques; perform infection control procedures; lift and move patients safely; communicate and deal effectively with patients, staff and management.

Controls Exercised over the Work

A Supervising Respiratory Therapy Technician provides supervision to the position.

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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 procedures.

Assistance Provided: Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently in accordance with physicians' orders and receive 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.

Prerequisite Qualifications Required for the Entry Level

Education and Essential Knowledge and Abilities: Two (2) years of progressively responsible work experience in a respiratory therapy program/setting under licensed medical supervision in assisting higher level respiratory therapy workers. The work must have demonstrated the knowledge of 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.

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:

Sensory: Read handwritten and typewritten patient care orders and instructions, procedural manuals, medical literature, etc.; observe skin color for cyanosis; hear through a stethoscope to listen for breath sounds and auscultate the lungs; and palpate an artery.

Coordination and Dexterity: Perform blood gas analysis on a radial artery for patients at least 13 years old.

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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 respiratory tests and treatment on patients in the 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 which demonstrated competence in independently performing a variety of respiratory care procedures. Duties include assisting with medical gas/humidity therapy, electrocardiograms, arterial punctures; and analysis of blood gases; conducting oxygen rounds; maintaining/distributing equipment, supplies and medications; patient billing; and other duties as assigned.

Substitutions allowed:

- a. 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 one (1) year of respiratory therapy assistant experience.
- b. Completion of a two (2) year community college or other accredited program in respiratory therapy resulting in an Associate of Science degree may be substituted for two (2) years of respiratory therapy assistant experience.