

# HAWAII HEALTH SYSTEMS CORPORATION

## Job Description

## Respiratory Therapy Supervisor

(Position Description, Class Specification & Minimum Qualification Requirements)

**All Positions**

**HE-13**

**6.822**

### **Function and Location**

This position works in the respiratory therapy unit of a hospital and is responsible for supervising several respiratory therapy technicians in providing respiratory therapy services in a hospital facility or other medical facility, and for independently administering respiratory treatment and tests to patients in accordance with physicians' orders. The position also has administrative housekeeping responsibilities in budget preparation, equipment maintenance, supplies requisitioning, etc.

### **Key Duties and Responsibilities**

1. Supervise the staff of the Respiratory Therapy Unit: Participate in the selection of new employees, prepare work schedules, review and approve requests for leaves of absence, provide training and instruction, and evaluate the job performance of staff.
2. Prepare budget estimates and develop specifications for the selection and purchase of respiratory care equipment. Order respiratory therapy supplies and monitor inventory to assure that appropriate levels of supplies are maintained and available at all times.
3. Prepare operational procedures manuals for the unit.
4. Supervise and participate in the full range of respiratory therapy treatment and tests:
  - a. Life Support Systems: Initiate, monitor and maintain volume and pressure cycled respiration units for patients requiring continuous ventilation as a life support measure as determined by a physician. Such work includes emergency intubation; initial setting of ventilator controls; performing arterial punctures; evaluating laboratory results and making ventilator adjustments to maintain arterial blood gases within normal limits; and consulting with physicians to determine the mode of therapy to be used (e.g., Intermittent Mandatory Ventilation (IMV), Intermittent Demand Ventilation (IDV), Positive End Expiratory Pressure (PEEP), Continuous Positive Airway Pressure (CPAP), and Bi Directional Positive Airway Pressure (BiPAP). Consult with physician regarding proper method and scheduling of weaning patients off respirators; provide continuous airway management and

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maintenance to include establishment (placement of an oral or nasal endotracheal tube), securing tube and maintaining proper CUFF pressures, suctioning of secretions when necessary, changing of tracheostomy tubes and endotracheal tubes on a regular basis and removing same when no longer needed.

- b. Participate in administering and initiating cardiopulmonary resuscitation as part of the resuscitation team which includes airway maintenance and/or establishment with an endotracheal tube, manual ventilation via mouth to mouth, ambu-bag and mask or bag to tube; perform arterial punctures for blood gas analysis; ventilate patients during transfer to Intensive Care Unit and initiate mechanical ventilation when indicated.

- c. Provide consultation and patient evaluations:

Assess and evaluate patients with respiratory disorders as requested by the primary physician, i.e., clinical status, history, laboratory results, chest x-rays, vital signs, etc.

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

Recommend methods of treatment, i.e., mode of therapy, medications, type of equipment, duration and frequency of treatments, additional lab work, pulmonary function studies, etc., directly to physician.

- d. Administer treatments:

Provide age-specific treatment and care.

Communicate and interact with patients and families in a positive and courteous manner.

Read prescriptions prepared by physicians to determine requirements for treatment ordered, such as type and duration of therapy, medications and dosages ordered; is familiar with and has a working knowledge of all medications used, to include proper dosage, actions, precautions necessary, and expected side effects, if any. Determine most suitable method of administering treatments, precautions to be observed, and modifications to work procedures which may be necessary.

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Examine patients' charts to determine diagnosis, physical conditions, chest x-ray report, medical history, vital signs and to determine if any condition exists which may contra-indicate the type of treatment ordered. If a contra-indication exists, contact, confer with and advise physician concerning treatment modality.

Gather materials and equipment required for therapy and transport to patient's bedside. Confer with patient when possible, explaining treatment to allay fears and anxieties associated with equipment and procedure and to elicit cooperation during therapy.

Prepare medication ordered, insert into micro nebulizer and proceed with treatment; observe patient and adjust machine controls to elicit most beneficial results; monitor patients' tidal volume, pulse rate and breath sounds during treatment; chart results on treatment record. Note any adverse reactions and report same to nursing personnel and if necessary, the attending physician.

Perform chest physiotherapy treatments to include postural drainage, percussion and vibration; review chest x-ray report to determine area affected and position patient to facilitate drainage; chart results of treatment in patient's treatment record; observe patient closely during treatment for any adverse reactions, i.e., dyspnea, cyanosis, etc., and position accordingly.

### e. Pulmonary Function Testing

Operate pulmonary function testing equipment to obtain data relative to patient's respiratory process to include vital capacity, forced vital capacity and maximum inspiratory flow rate and all expiratory flow rates. Provide all results for use by physician in diagnosing and treating respiratory disorders.

Use simple screening devices to screen patients for early indication of respiratory disorders and pre-op screening.

- f. Provide initial instruction to outpatients at the hospital or in the home (re: aerosol treatment, breathing exercises, and postural drainage exercises).
- g. Adhere to safety/infection control policies and procedures. Report unsafe equipment.

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- h. Maintain a clean, well-stocked, safe environment for patients and staff. Keep patient care and utility areas neat and clean.
- i. Maintain 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:

Clean and cold sterilize non-disposable respiratory therapy equipment and supplies; adjust, maintain, and make minor repairs to equipment; perform routine record keeping and filing; participate in training and educational programs; and perform other related duties as assigned.

### **Knowledge and Abilities used In Performing Key Duties**

In addition to the required prerequisite knowledge and abilities, knowledge of the principles and practices of supervision and policies, procedures and work rules of the work site. Ability to supervise several respiratory therapy technicians and perform various administrative housekeeping duties.

Demonstrated proficiency in the application of all of the knowledge and abilities specified in providing the full range of services to the clientele of the work site, independently and supervising the staff of a respiratory therapy unit.

### **Controls Exercised over the Work**

The position is under the general medical direction of the Medical Director of Respiratory Care Services or Hospital Administrator.

**Instructions Provided:** The position receives general direction to assure conformance to hospital policies, procedures, and unit objectives.

**Assistance Provided:** Work is performed independently in conformance with physicians' orders and established policies and procedures.

**Review of Work:** The position is expected to be sufficiently expert in knowledge and judgement to warrant only cursory review of decisions.

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### **Prerequisite Qualifications Required**

**Clinical Experience and Essential Knowledge and Abilities:** Graduation from high school and four (4) years of progressively responsible clinical work experience which demonstrated competence in independently administering treatment and/or testing procedures in pulmonary functions, blood gas analysis, critical care including mechanical ventilation, and pediatric/neonatal respiratory care.

**Substitutions allowed:** 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 required clinical experience.

Completion of a four (4) year college or university accredited program in respiratory therapy resulting in a Bachelor of Science degree may be substituted for all of the required clinical experience.

### **Supervisory Aptitude:**

For Respiratory Therapy Supervisors, supervisory aptitude rather than actual supervisory experience may be accepted. Supervisory aptitude will be considered to have been met for this level when there is strong affirmative evidence in the demonstration of aptitude or potential for performing supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities by detail to supervisory positions, by completion of training courses in supervision accompanied by application of supervisory skills in work assignments, or by favorable appraisals of a supervisor indicating the possession of supervisory potential.

### **Certification Required:**

1. Certified Respiratory Therapist (CRTT) or Registered Respiratory Therapist (RRT) recognized by the National Board of Respiratory care at the time of appointment.
2. 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, 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 manual ventilation; arterial punctures for blood gas analysis; and change tracheostomy tubes and endotracheal tubes.

**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.)