

# HAWAII HEALTH SYSTEMS CORPORATION

## Job Description

## Respiratory Therapy Technician

(Position Description, Class Specification & Minimum Qualification Requirements)

<b>Entry Level Work</b>	<b>HE-10</b>	<b>6.820</b>
<b>Full Performance Work</b>	<b>HE-12</b>	<b>6.821</b>

### **Function and Location**

This position works in the respiratory therapy unit of a hospital and exercises considerable independent clinical judgment in applying scientific knowledge and theory to practical respiratory care problems in accordance with physicians' orders. The position is responsible for independently administering respiratory tests and treatment to patients with respiratory diseases and disorders including cases involving critically ill, pediatric, and neonatal patients. The position may be required to work on shifts, including evenings, and weekends and holidays.

### **Key Duties and Responsibilities**

1. 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 (BiBAP).

Consult with physician regarding proper method and scheduling of weaning patients off respirators; provide continuous airway management and maintenance to include establishment (placement of an oral or nasal endotracheal tube), securing tube and maintaining proper pilot balloon pressures, suctioning of secretions when necessary, changing of tracheostomy tubes and endotracheal tubes on a regular basis and removing same when no longer needed.

2. 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.

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### 3. 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.

### 4. 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.

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, explain 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

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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 reports 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.

### 5. 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.

6. Pulse Oximetry: Operate pulse oximetry monitors for spot checking SP02. Able to identify stable wave forms to insure reliable results. Basic maintenance of equipment as necessary.
7. Patient Education: Able to instruct patient and family on treatments provided by Respiratory Therapy in accordance with the hospital patient/family education policies and procedures.
8. Provide initial instruction to outpatients at the hospital or in the home (re: aerosol treatment, breathing exercises, and postural drainage exercises).
9. Adhere to safety/infection control policies and procedures. Report unsafe equipment.
10. Maintain a clean, well-stocked, safe environment for patients and staff. Keep patient care and utility areas neat and clean.
11. Maintain the strictest confidentiality of all facility and facility-related employee information.

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12. Cardiopulmonary Rehabilitation: This is a service that involves extensive patient teaching concerning disease processes, instructing the patient to do peak flows, monitor medications, ABG interpretation, and exercises for oxygen conservation.
13. Electroencephalogram: Placement of electrodes to monitor electrical conductivity of the brain essential for clinical decisions. This includes taking measurements of the head, placement of electrodes, acquisition of data, monitoring of vital signs. This information is prepared for physician interpretation.
14. Polysomnography as performed in Sleep Studies.

### **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 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. 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.

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**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:** Graduation from high school and two (2) years progressively responsible, full-time clinical work experience in a respiratory therapy program or services under licensed medical supervision. The work must have involved such duties as administering treatment procedures in medical gas therapy, humidity therapy, post-operative techniques, pulmonary functions, blood gas analysis, critical care, cardiopulmonary pathophysiology and cardiopulmonary rehabilitation, including various types of respiratory therapy equipment, monitoring patients during treatments, charting observations and procedures, cleaning and sterilizing respiratory therapy equipment and performing operational maintenance, and performing or participating in cardiopulmonary resuscitation.

**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 the Entry Level required experience.

**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, 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.)

### **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 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 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 experience.

**Desirable Qualifications:** Registered Respiratory Therapist (RRT) recognized by the National Board of Respiratory Care or Certified Respiratory Therapist (CRT) recognized by the National Board of Respiratory Care.