

HAWAII HEALTH SYSTEMS CORPORATION

Job Description

Respiratory Therapy Assistant

(Job Description, Class Specification & Minimum Qualification Requirements)

Entry	Pay Grade	HE-06	Job Code	6.834
Full Performance	Pay Grade	HE-08	Job Code	6.835

Function and Location

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

Key Duties and Responsibilities

1. Patient Care:

Assist the therapist 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 days, or as necessary. Visibly check the mode of O₂ administration, e.g., masks, cannula, for cleanliness and check the volume of O₂ delivered. Notify the supervisor or respiratory therapist 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 therapist checks the equipment before it is used for patient care. Assist the supervisor in the physical inventory of all respiratory therapy equipment bi-annually. Notify supervisor of expired equipment checks.

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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 as required.
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 (e.g., 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.

Supervision Provided By

A Supervising Respiratory Therapist or designee 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.

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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: High school diploma or the equivalency is preferred.

Experience: Two years of work experience in a respiratory therapy program/setting under licensed medical supervision in assisting higher level respiratory therapist in performing a variety of respiratory therapy procedures and techniques.

Knowledge and Abilities: Must have demonstrated 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.

Prerequisite Qualifications Required for the Full Performance Level

In addition to the qualifications required at the entry level:

Experience: One year of 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.

Knowledge and Abilities: Must have demonstrated 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 (e.g., pressure and volume ventilators, blood gas analyzers, pressure manometers) and their use. Ability to 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.

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Substitutions Allowed:

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

Certification Required:

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

Desirable Qualifications: Knowledge of multiple/differing cultures; oral and written communication skills; good observation skills and ability to recall and report/document a series of events accurately; positive attitude; tolerant of unusual, irritating behavior (e.g., slow, repetitive, forgetful, confused, incontinent, messy).

Health and Physical Requirements: All employees must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without accommodation.

ADDENDUM ATTACHED

Yes No