

JOB DESCRIPTION

JOB TITLE: **Respiratory Therapist**

DEPARTMENT: **Cardiopulmonary**

SUPERVISOR: **Cardiopulmonary Coordinator/Director of Diagnostic Services**

JOB SUMMARY: This position is responsible for providing and maintaining administration of respiratory therapy procedures. Review all therapy orders, see all patients receiving respiratory care and assure the administration of quality care for all patients. Play an active role in the training/consulting of the nursing staff and shall accept special projects, as assigned by the Manager or Cardiopulmonary Coordinator. Responds to all emergency situations and shall be a resource for all medical and nursing staff. Reports directly to the Cardiopulmonary Coordinator.

I. JOB DUTIES:

1. Performs and monitors all respiratory therapy procedures/patients as ordered by physicians.
2. Properly assesses patient condition and communicates to the physician any problems or concerns with the current therapy ordered.
3. Documents therapy and its effects accurately and legibly in the patient’s medical records per hospital documentation policies.
4. Responds to all “Code Blue” calls and maintains patient airway and ventilation.
5. Sets up and monitors all ventilator patients and provides consultation/communication to medical and nursing staff in regards to the patients’ care.
6. Performs Pulmonary Function Testing, as ordered by the physician, on all patients (in or out).
7. Administers pulmonary consults to all in and outpatients, as ordered by the physician.
8. Assists Manager or Coordinator with patient education, staff education and any special projects.

9. Performs outpatient procedures as ordered by the physician. Procedures including, but not limited to: EEG, Holter monitoring, cardiac event monitoring.

II. NECESSITY FOR INDEPENDENT ACTION:

1. Must work independently and be self-guided.
2. Organizes and utilizes time in an effective fashion to assure all tasks assigned are completed in a timely fashion.
3. Demonstrates a commitment to providing the highest and most reliable quality service available on a daily basis.
4. Demonstrates ethical conduct and practices.

III. CONFIDENTIAL INFORMATION:

1. Maintains confidentiality of all pertinent information to assure that employee, patient and visitor rights are protected.
2. Handles all information regarding the organization in a manner that assures strictest confidentiality is maintained at all times.

IV. PERSONAL CONTACTS/COMMUNICATION/BEHAVIOR:

1. Addresses patients, visitors, families and co-workers in a pleasant, respectful and professional manner.
2. Develops and maintains open communication with the staff in both your department and other departments to achieve overall organizational goals and objectives.

V. PHYSICAL DEMANDS:

1. See the Physical Rehabilitation Department for the pre-work screen physical demands for this specific job.

VI. ATTENDANCE AND ADHERENCE TO ORGANIZATIONAL POLICY:

1. Responsible for being available based upon scheduled hours.
2. Available for “on-call” after hours.

3. Demonstrates behavior that fits with the organization's Mission, Vision and Values.

VII. QUALIFICATIONS:

1. Graduate of an accredited Respiratory Therapy training program.
2. Certified by the National Board of Respiratory Care; graduates will become certified within six months of employment.
3. Current BLS certification.
4. Interacts well with others; good communication skills.
5. Current registration by the State of Minnesota as an RT.
6. ACLS, PALS, NRP certified within one year of employment.

Perform other related duties as required. This list is not all-inclusive and any other task or job may be assigned in the future.

Employee's Signature

Date

Supervisor's Signature

Date

Original copy must be filed in the Human Resources employee's personnel record.