

POSITION DESCRIPTION
COLUMBUS REGIONAL HEALTHCARE SYSTEM

JOB TITLE	RESPIRATORY CARE PRACTITIONER – LEVEL II (RRT)
-----------	--

JOB CODE	0710
DEPARTMENT	PULMONARY
FLSA (Exempt/Non-Exempt)	NON-EXEMPT
DEPARTMENT DIRECTOR SIGNATURE	
ADMINISTRATIVE DIRECTOR SIGNATURE	
V. P. HUMAN RESOURCES SIGNATURE	
EFFECTIVE DATE	08/10/94
REVISION DATE	03/07/09

DESCRIPTION SUMMARY: A licensed Respiratory Care Practitioner who provides diagnostic and therapeutic care to cardiac and pulmonary patients.

EDUCATION, CREDENTIALS AND TRAINING:

Required: Graduate of an approved school of Respiratory Care and entitled to the professional designation of Registered Respiratory Therapist by the National Board of Respiratory Care. Licensed by the state of North Carolina as a Respiratory Care Practitioner in good standing. The Therapist will be required to demonstrate competence in the performance of their duties specific to the age groups to which they are assigned. BCLS. ACLS, NALS, NRP and PALS certification within a reasonable time frame after employment.

Preferred: Bachelor's Degree. Advanced credentials in Pulmonary Function, adult critical care, sleep technology, peripheral vascular testing, echocardiography technology, neurodiagnostic testing and cardiac stress testing.

EXPERIENCE: Satisfactory school clinical rotation. No previous experience required, although candidates having RRT work experience with intubations, perinatal/pediatric respiratory care experience and/or specialist designation is preferred. Given orientation, training and on-the-job experience, the Therapist should be proficient in the basic aspects of the job within 3 months.

OTHER: Verbal communication skills. Empathy and compassion. Organizational skills. Self-directed and motivated.

ORGANIZATIONAL RELATIONSHIPS:

Supervises: Provides clinical supervision over Respiratory Therapy Assistants

Reports To: Cardiopulmonary Services Supervisor

COMMUNICATIONS: Requires frequent communications with patients, physicians and departmental staff: routine communications with other hospital personnel: occasional communications with patient families. Involves authority to make professional RCP decisions. Purpose includes giving and receiving information, explaining services, rules or procedures, or providing instructions regarding policies or standards of care. Requires well-developed communication skills, tact and discretion in order to obtain cooperation and understanding, discuss and resolve routine problems and maintain goodwill.

WORKING HOURS AND OVERTIME STATUS: Normally assigned to 12-hour day or night schedule to include every other weekend and a holiday schedule. May be required to work additional hours or alternate schedules as the workload demands. Classified as non-exempt for purposes of overtime.

DRESS POLICY: Scrub suit or dress clothes with white lab coat. Sturdy close-toed shoes with non-slip sole.

WORKING ENVIRONMENT: Spends majority of time in light and temperature controlled areas. Routinely exposed to somewhat unpleasant odors and fumes. Routinely handles sharp objects and contaminated or potentially infectious materials, supplies and equipment. Occasionally interacts with combative patients.

EXPOSURE DETERMINATION: OSHA requires an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment.) This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. **It is the department's responsibility to perform exposure determination for all employees and to classify jobs in one of three categories.**

Category 1 includes employees who are routinely exposed to blood borne pathogens

Category 2 includes employees who are not usually exposed, but for whom contact with infectious materials can be reasonably anticipated during the course of their duties.

Category 3 is for employees who are not exposed to infectious materials during the normal operations of their job duties.

This job is rated as a category 1 (1, 2, or 3).

BIOHAZARDOUS DRUGS: As a health care facility which dispenses drugs, some of which have been identified as hazardous by NIOSH, our goal is to provide training and where necessary, personal protective equipment (PPE) to insure employee safety. *See list of hazardous drugs in Pharmacy Policy Manual, Chemotherapy Preparation section. Warning labels will be used to identify drugs requiring special handling or waste disposal procedures. It is the department's responsibility to train in safe handling and disposal. It is the employee's responsibility to follow policies and procedures, and to report situations and/or make recommendations to improve safety.

It is also the department's responsibility to perform exposure determination for all employees and to list job classifications in one of three categories.

Category 1 includes employees who are routinely exposed to hazardous drugs.

Category 2 includes employees who are not usually exposed, but for whom contact with hazardous drugs can be reasonably anticipated during the course of their duties.

Category 3 is for employees who are not exposed to hazardous drugs during the normal operations of their job duties.

This job is rated as a category 2 (1, 2, or 3).

WORK AIDS: Stethoscope. Ventilators. Pulse oximeters. Oxygen tanks and equipment. Flow meter. Oxygen Delivery Systems. Percussors. Ultrasonics. Croup tent. Aerosol generators. Nebulizers. Syringes. Airways. Laryngoscope. Suction/Resuscitation equipment. Monitors. Incubators. ABG Analyzer. EKG, Pulmonary Function Test devices, Defibrillator. Medications. Patient records. Typewriter. Computer terminal. Calculator. Administrative supplies, records and reports. Cleaning and disinfecting chemicals.

KEY ELEMENTS: RESPIRATORY CARE PRACTITIONER II (RRT)

Administers aerosolized respiratory medications and chest percussion treatment as ordered. Accomplishes or documents in writing, all unaccomplished ordered respiratory treatments, therapies, diagnostic tests, and procedures in accordance with physician orders, policies, procedures, and/or protocols with no more than 3-6 exceptions per year and NO exceptions requiring medical intervention.

Effectively demonstrates, establishes, and maintains clear patient airways relative to the patient's condition. Maintains proper oxygen titration levels of patients receiving ventilator support and in non-ventilator supported patients in respiratory distress. All in accordance with physician's orders, established policies, procedures and protocols with no more than 3-6 exceptions per year and NO exceptions requiring medical intervention.

Ventilators are properly set up, administered, and managed in accordance with manufacturer's specifications department's policies, procedures, and protocols with no more than 2 exceptions per year and NO exceptions requiring medical intervention.

Completes 100% of assigned educational articles, test, equipment education classes, age-specific tests, new ventilator in-services, etc.

Performs clinical and diagnostic procedures in accordance with established policy and procedures, with no more than 2-3 noted exceptions, and with no exceptions resulting in the need for medical interventions, and no more than 2 of these exceptions for the same reason.

JOB ACCOUNTABILITIES

1. **Performs respiratory assessments and develops plans for respiratory care in collaboration with attending physician and documents care into the patient record.**
 - a. Performs a respiratory assessment on each patient within 15 minutes of notification, and as warranted by patient condition.
 - b. Assessments are performed in accordance with established procedure.
 - c. Develops appropriate respiratory care plan for each patient based on the assessment, and which is determined appropriate by the attending physician and/or protocols.
 - d. Ensures that assessments are documented in accordance with department policies and procedures by the completion of worked shift.
 - e. Required documentation is accurate, complete, timely, legible, properly edited and reflects proper use of terminology.
 - f. Performs patient consults in accordance with department policy and procedure. All suggested diagnostic, and treatment modalities are documented per policy and procedure. Patients are assessed objectively and subjectively as to effectiveness of the patient's therapy. Proper documentation is made in the patient's chart.
2. **Implements care plans and physician's orders.**
 - a. Patient care provided correlates to the respiratory care plan, as documented.
 - b. Accomplishes all physician orders as applies to policies and procedures, and in accordance with scheduled time frames.

3. Evaluates patient care outcomes.

- a. Routinely evaluates patient outcomes and response to respiratory care, and makes constructive suggestions for revisions to the care plan, as warranted.
- b. Routinely discusses unusual or difficult patient care experiences with team members in an effort to improve patient care planning and care provided.

4. Communicates and collaborates with patients, physicians and other members of the health care team.

- a. When possible, patiently, tactfully and clearly explains the purpose and nature of therapy, treatments, tests or procedures to patient prior to administration, so as to minimize anxiety and facilitate cooperation and understanding.
- b. Patiently and clearly provides patients and/or their representatives with pertinent information regarding their respiratory status, limitations and course of care.
- c. Ensures that patients and/or their representatives receive respiratory care instruction appropriate to their needs throughout hospitalization, and in preparation for discharge.
- d. Provides substantiated recommendations to physicians regarding respiratory care appropriateness or the need for modification, as warranted by patient response to care or change in their condition.
- e. Complies with requests and follows instructions from physicians when assisting with procedures.
- f. Effectively collaborates with team members, physicians and other pertinent personnel, as warranted, ensuring that communications are professional, clear and timely.
- g. Accurately and appropriately documents and communicates to physician or other appropriate personnel, reactions and status changes in patient's response to care as they occur, and of results of any updated tests.
- h. Provides thorough, but concise, reports to oncoming shift for all assigned patients.

5. Performs basic and specialized clinical and technical respiratory care procedures.

- Oxygen administration
- Aerosol therapy
- Incentive spirometry
- Intermittent positive pressure breathing
- Metered dose inhaler treatments
- Percussion and postural drainage
- Pulse oximetry checks
- Breathing exercises
- Nasotracheal and oropharyngeal suctioning
- EKGs and rhythm strip analysis
- Bedside pulmonary function studies
- Collects sputum specimens
- Collects arterial blood samples and performs arterial blood gas analysis
- Administers inhaled respiratory medications
- Accompanies transport patients and provides respiratory care
- Emergency respiratory care to distressed neonates and adults
- Maintains and manages patients on ventilators in intensive and neonatal care

- Intubations, extubations and tracheostomy changes

- a. Ensures the proper identity of each patient, prior to performing any care.
- b. Selects and applies appropriate procedures, techniques, equipment and communications based on the age and developmental status of the patient.
- c. Administers care only in response to physician's order or emergency situation as defined by departmental policy.
- d. Accurately implements clinical and technical aspects of care in accordance with prescribed policies, procedures and techniques.
- e. Accurately prepares and administers medications in accordance with policy, procedure and technique.
- f. Effectively manages respiratory equipment, so that care objectives are attained without deterioration in patient condition due to poor technique or misjudgment.
- g. Recognizes and appropriately responds to patient conditions observed while providing care or administering tests, ensuring that appropriate medical intervention is sought when warranted.
- h. Documents patient rounds at least once each shift, ensuring patient equipment in use is working properly, and adjusting as necessary to maximize results.
- i. Responds to codes and initiates CPR (establish airway, chest compressions and diagnostic arterial blood gas puncture and analysis).
- j. Complies with, and properly applies, established procedures and precautions relating to safety of self, patient and others.

6. Maintains equipment and supplies.

- a. Operates and maintains equipment in accordance with specifications so that no damage or undue wear and tear occurs due to failure to comply.
- b. Ensures that equipment is functioning properly prior to each use, immediately isolating, tagging and removing from inventory any broken/malfunctioning equipment.
- c. Effectively troubleshoots instruments and equipment, as warranted, following instruction or established procedures for minor repairs, so that outside service calls and down time for minor problems are minimized.
- d. Accomplishes assigned cleaning duties in accordance with procedure, standards for cleanliness/sanitation, and time frames.
- e. Maintains par levels of routinely used supplies in designated areas, and replenishes crash carts, preparing purchase request for Director's approval, as warranted, so that delays do not occur due to depletion.

7. Participates in quality assurance and quality improvement activities.

- a. Effectively performs data collection, analysis and idea generation pertinent to the department's quality assurance and quality improvement programs, on an on-going basis, without prompting.

8. Maintains skill competence.

- a. Remains capable of communicating and demonstrating all skills required for the position.

b. Attends at least 80% of scheduled staff meetings, and attends at least one continuing education program relating to the job.

9. Performs miscellaneous duties as needed.

- Instruct students in clinical procedures, as assigned
- Other duties as assigned

- a. Effectively explains procedures and protocols, demonstrates procedures and techniques, and answers questions when assisting with the orientation of new personnel and the instruction of students.
- b. Accomplishes routine and non-routine miscellaneous assignments in accordance with procedure or instructions, and time frames.
- c. Provides patients and/or family with instruction and education relevant to patient's condition.