

## RESPIRATORY CARE THERAPY SERIES

<b>Code No.</b>	<b>Class Title</b>	<b>Occ. Area</b>	<b>Work Area</b>	<b>Prob. Period</b>	<b>Effective Date</b>	<b>Last Action</b>
4147	Respiratory Care Therapy Technologist	02	444	6 mo.	03/01/15	Rev.
4123	Respiratory Care Therapy Specialist	02	444	6 mo.	03/01/15	Rev.
4124	Respiratory Care Therapy Manager	03	444	12 mo.	03/01/15	Rev.

**Promotional Line: 256**

Series Narrative

Employees in positions allocated to this series provide respiratory care treatment and diagnosis for patients in a health care facility. The treatments may range from aerosol therapy in general care units of the facility to continuous mechanical ventilation in intensive/critical care units.

The therapists review therapy requests for appropriateness, select and assemble equipment, assure the proper function of the equipment, and administer treatment. They visit the patients one or more times a day to assess patient status and collect data to ensure the patient's response to ordered therapy. They also monitor and maintain respiratory care equipment and may serve as shift supervisors or critical care specialists.

DESCRIPTIONS OF LEVELS OF WORK

**Level I: Respiratory Care Therapy Technologist 4147**

Employees at this level apply general respiratory therapy procedures in the treatment and diagnosis of patients. They work under general supervision as designated by the employer and in cooperation with the clinical staff.

A Respiratory Care Therapy Technologist typically

1. administers general respiratory therapy treatments (such as intermittent positive pressure breathing, deep breathing, aerosol therapy, chest physiotherapy or oxygen) to patients in a general-care unit.
2. evaluates patient's total respiratory condition in general-care units; discusses details of therapy with nurses and/or physicians.
3. evaluates total reaction to patient treatment and responds to any complications.
4. prepares treatment reports and generates necessary departmental records.
5. changes respiratory therapy appliances and tubing schedules; follows appropriate infection control procedures and techniques.
6. is responsible for the maintenance of supply and equipment inventories for areas assigned.
7. ensures that equipment is in proper working order prior to patient application.
8. generates billing for services rendered.

9. keeps supervisor/charge person informed of unusual situations or need for assistance.
10. keeps current with departmental performance standards for implementation of therapies and treatment schedules as ordered.
11. performs related duties as assigned.

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**Level II: Respiratory Care Therapy Specialist****4123**

Employees at this level apply critical respiratory therapy procedures in the treatment and diagnosis of patients in an intensive care unit. They work under general supervision as designated by the employer and in cooperation with the clinical staff.

A Respiratory Care Therapy Specialist typically

1. administers complex respiratory therapy treatments, including continuous mechanical ventilation to critically ill patients in intensive-care units.
2. monitors and evaluates patients on mechanical ventilators, along with assessing arterial lines and cardiac output; maintains equipment.
3. performs arterial punctures (drawing blood) and analyzes and interprets blood gasses.
4. determines appropriateness of prescribed respiratory-care plan and recommends modification where indicated.
5. attaches patient to life-support equipment.
6. assists physician with special procedures such as bronchoscopy and invasive monitoring.
7. on occasion, assists in training Respiratory Care Therapy Technologist and/or Respiratory Care Therapy students by demonstrating critical care techniques on the job.
8. initiates and maintains patient and departmental forms and records.
9. performs related duties as assigned.
10. performs duties at the lower level of this series.

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**Level III: Respiratory Care Therapy Manager****4124**

Employees at this level supervise Respiratory Care Therapists on a given shift and/or serve as the technical specialist for an assigned critical-care area. They also participate in the operations of the unit as required. They work under general supervision as designated by the employer and in cooperation with the clinical staff.

A Respiratory Care Therapy Manager typically

1. supervises, assigns, and evaluates the work of therapists in general and/or critical-care units as follows:

- a. trains and/or supervises Respiratory Care Therapists, nurses, and physicians in current trends, procedures, and techniques
  - b. assigns work schedules and evaluates work and employee performance
  - c. implements and enforces department, respiratory care, safety, and infection control rules, policies, and procedures, recommends necessary revisions
  - d. evaluates the quality and quantity of equipment and supplies; ensures that the disinfection, sterilization, and maintenance of equipment meets accepted technical standards so that equipment used is cleaned, functional, and returned to storage area
  - e. maintains training and/or administrative records for personnel assigned to their respective area
  - f. takes appropriate disciplinary measures to correct any violations of rules, policies, and procedures
  - g. keeps management informed of unusual situations
  - h. maintains equipment and supply inventories and identifies needs
  - i. investigates any problems involving departmental operations
  - j. is responsible for conducting the departmental quality improvement program
  - k. is responsible for contributing to the departmental budgetary planning process
  - l. reviews, assesses, evaluates, and updates respiratory therapy services based on current trends, patient care methodologies, and procedures used by technical staff
  - m. assists the Administrative Director in interviewing, hiring, and evaluating staff and/or students
2. serves as a technical specialist in a specific critical-care area by coordinating the daily critical respiratory care plan of patients in the area
    - a. prepares and maintains records of treatments and services in the intensive care units
    - b. makes daily rounds, observes conditions, and provides education on the appropriateness of care and services provided
    - c. provides orientation to intensive care units
    - d. proposes, disseminates, and implements new policies and procedures that have a direct influence on critical care units
    - e. investigates, documents, and corrects critical-care problems
    - f. performs maintenance on critical-care monitoring equipment and maintains records accordingly

- g. trains patients in respiratory care methods to be used at home
3. compiles statistical data reflecting departmental activities.
4. performs related duties as assigned.
5. performs duties at the lower level of this series.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Respiratory Care Therapy Technologist**

**4147**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Certified as a Respiratory Therapist (CRT) by the National Board for Respiratory Care (NBRC)
2. Current Basic Life Support (BLS)
3. Illinois Respiratory License

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of the principles of circulation, ventilation, and their effects on patients.
2. Knowledge of cardiopulmonary anatomy and physiology.
3. Knowledge of common pulmonary diseases, their etiology, pathophysiology, and treatment.
4. Knowledge of the function, operation, capabilities, and application of equipment commonly used in the treatment of cardiopulmonary disease states.
5. Knowledge of the workings of commonly used equipment for tracheobronchial hygiene.
6. Knowledge of the indications, contraindications, hazards, side effects, duration, and dosages of various pharmacological agents used in the treatment of cardiopulmonary diseases.
7. Skill in the assembly, application, monitoring, and maintenance of basic respiratory therapy equipment.
8. Interpersonal skills necessary for maintaining good working relationships with patients, nurses, and physicians.
9. Ability to initiate and maintain written reports and departmental records.
10. Ability to initiate, conduct, and modify prescribed therapeutic procedures.
11. Ability to perform bedside pulmonary screening.
12. Ability to communicate effectively both verbally and in writing.

**Level II: Respiratory Care Therapy Specialist****4123**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Certified as a Respiratory Therapist by the National Board for Respiratory Care (NBRC)
2. Illinois Respiratory License
3. Current Basic Life Support (BLS)
4. Six (6) months of work experience comparable to that of a Respiratory Care Therapy Technologist.

*\*Note: Each Employer will make final determination on necessary License/certification required for each position based on specific specialty area. These certifications may include but are not limited to the Adult Critical Care Specialty Credential (ACCS) Certified Pulmonary Function Technologist (CPFT), Registered Pulmonary Function Technologist (RPFT), Neonatal/Pediatric Specialty (NPS), and/or the Sleep Disorders Specialty (SDS).*

## KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of invasive and non-invasive monitoring and the ability to observe several monitors and alarm systems simultaneously.
2. Knowledge of ventilator management indications and effects for both neonatal/pediatric and adult patients.
3. Knowledge of acute disease states and crisis intervention.
4. Knowledge of advanced forms of pharmacological agents, their application, and their effects.
5. Knowledge of advanced cardiopulmonary resuscitation techniques and their application.
6. Knowledge of acid/base chemistry and the ability to interpret arterial blood gas analysis.
7. Knowledge of patient assessment techniques and interpretation of clinical data.
8. Knowledge of airway maintenance techniques and tracheobronchial hygiene.
9. Knowledge of infection control procedures and sterile techniques.
10. Basic knowledge of ECG interpretation and physiological effects of cardiac arrhythmias as well as the ability to recognize cardiac arrhythmias.
11. Knowledge of and skill in set-up, assembly, evaluating/testing, application, monitoring, and maintenance and/or changing parts of respiratory therapy equipment (both basic and advanced) and transcutaneous monitoring equipment and interpret findings.
12. Interpersonal skills necessary for maintaining good work relationships with patients, nurses, and physicians.
13. Ability to evaluate patients and laboratory values related to mechanical ventilator techniques and indications.

14. Ability to assess appropriateness of prescribed respiratory care plan and recommend modifications.
15. Ability to perform arterial punctures or obtain arterial samples.
16. Ability to assist in intubation, airway maintenance, tube placements, and special procedures.
17. Ability to interpret hemodynamic monitoring.
18. Ability to work under pressure with speed and manual dexterity in a stressful environment.
19. Ability to assist in training lower level staff, nurses, and physicians in various aspects of respiratory care.
20. Ability to detect and correct equipment malfunctions quickly at the bedside without endangering the patient.
21. Ability to work in high risk neonatal and pediatric intensive care units and adult intensive care unit with and equal degree of competence.

**Level III: Respiratory Care Therapy Manager****4124****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Registered Respiratory Therapist (RRT) by the National Board for Respiratory Care (NBRC)
2. Licensed in the State of Illinois
3. Current Basic Life Support (BLS)
4. Two (2) years (24 months) of work experience comparable to that gained as a Respiratory Care Therapy Specialist that includes performing supervisory/lead worker or charge duties.

*\*Note: Each Employer will make final determination on necessary License/certification required for each position based on specific specialty area. These certifications may include but are not limited to the Adult Critical Care Specialty Credential (ACCS) Certified Pulmonary Function Technologist (CPFT), Registered Pulmonary Function Technologist (RPFT), Neonatal/Pediatric Specialty (NPS), and/or the Sleep Disorders Specialty (SDS).*

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)**

1. Knowledge of emergency contingency plans and emergency back-up systems commonly found in health care facilities.
2. Knowledge of general care and critical-care respiratory therapy techniques.
3. Knowledge of the principles of circulation and ventilation and their effect on patients.
4. Knowledge of proper assembly, testing, calibration and utilization, application, and maintenance as well as the skills necessary for troubleshooting respiratory therapy equipment.

5. Knowledge of management and respiratory therapy rules, regulations, policies, and procedures commonly found in health care facilities.
6. Knowledge of infection control techniques and their application.
7. Knowledge of basic computer technology (word processing and spreadsheet).
8. Skills necessary for performing bedside pulmonary function studies and arterial punctures.
9. Interpersonal skills necessary to establish effective relationships with subordinates, peers, and medical professionals at all levels and to communicate effectively, both verbally and in writing.
10. Ability to supervise and train others including patients in home care methods.
11. Ability to formulate policies and procedures for general care and/or intensive-care units and to apply and enforce such rules, policies, and procedures.
12. Ability to teach in both a clinical and classroom setting.
13. Ability to originate and maintain pertinent records.
14. Ability to assess the status of a patient and interpret clinical findings.
15. Ability to assess employee performance.
16. Ability to manage time appropriately and work by objectives and priorities.
17. Ability to evaluate new products for possible patient care application.
18. Demonstrate professional development through continuing education activities.