

Spec. Code: 4125
Occ. Area: 03
Work Area: 441
Prom. Line: None
Prob. Period: 12 mo.
Last Action: Rev.
Effective Date: 03/01/15

RESPIRATORY CARE ADMINISTRATIVE DIRECTOR

Function of Job

Employees in this position are responsible for the administrative, clinical, and teaching activities of the respiratory therapy section of a health care facility. They plan and direct the technical aspects of respiratory therapy in regards to service. They are responsible for maintaining the respiratory therapy service in accordance with established standards of the facility. They work under administrative direction from the facility's medical director for respiratory therapy.

Characteristic Duties and Responsibilities-

1. Plans scope and objectives; organizes and directs activities in the respiratory therapy department according to the health care facility's policies, standard practices of the profession, and state and federal laws.
2. Initiates, develops, reviews, updates, interprets, and carries out rules and regulations pertaining to administrative and professional policies of the department and respiratory care policies and procedures.
3. Plans most efficient use of personnel, space, and equipment to afford efficient treatment and provides continuity of care for patients receiving respiratory care.
4. Observes personnel in performance of duties to evaluate efficiency, skill, and abilities for use in initiating personnel actions and determining program effectiveness; reviews critical incidents for discussion with medical director.
5. Recommends and approves personnel actions (such as hiring, transfers, promotions, and evaluations of personnel).
6. Establishes, implements, evaluates, and enforces safety and infection control regulations and procedures for the department.
7. Resolves problems requiring administrative or professional knowledge; outlines policies, procedures, and methods for resolving lesser problems by subordinate personnel.
8. Coordinates department's operation with those of other departments to ensure prompt, efficient, and complete patient care; participates in various committees.
9. Investigates and studies trends and developments in respiratory therapy practices and techniques; contributes to the development of operational manuals, outlining methods, procedures, and techniques incorporating advances in the field.

10. Establishes reporting procedures and types of records to be maintained to ensure a standard of care required by the health care facility and accreditation commission: prepares statistical data as necessary; and maintains adequate records and audits.
11. Prepares budget estimates of personnel, supplies, and equipment; and prepares narrative and statistical reports of activities and expenditures.
12. Supervises inventory control, maintenance, and repair of equipment; suggests and assists in evaluation of new equipment; authorizes purchase of supplies and equipment.
13. Is responsible for the implementation and review of departmental disciplinary actions resulting from violation of rules and regulations of the department or health care facility.
14. Ensures that reports, evaluations, and projects are accurate and completed.
15. Keeps current on latest developments by attending professional lectures, local and regional seminars, and equipment showings.
16. Performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Registered Respiratory Therapist (RRT) by the National Board for Respiratory Care (NBRC). Graduate of an American Medical Association (AMA) approved School for Respiratory Care and licensed in the State of Illinois.
2. Current Basic Life Support (BLS) certification.
3. Bachelor's Degree in a health related science and four (4) years (48 months) of work experience as a Respiratory Therapist.

**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 current trends and developments in respiratory therapy.
2. Knowledge of general care and critical-care respiratory therapy techniques.
3. Knowledge of equipment function, operation, and maintenance.
4. Knowledge of safety, health, and infection control regulations.
5. Knowledge of modern management practices and their application.
6. Knowledge of fiscal operations, including budget, purchasing, billing, and support systems.

7. Skill in determining the effectiveness of departmental operations in terms of personnel, productivity, supplies, equipment, and services provided.
8. Interpersonal skills necessary for relating to administrative/professional persons at all levels in a health care facility.
9. Ability to plan, organize, and direct the activities in a respiratory therapy department.
10. Ability to develop, interpret, implement, and enforce policies.
11. Ability to establish and maintain successful working relationships with other administrators, staff, and the public.
12. Ability to manage time and work by objectives and priorities.
13. Ability to interpret statistical data applicable to health care facility/departmental operations.
14. Ability to project needs, cost savings, and revenues based on current and/or future needs.
15. Ability to create new and innovative approaches to departmental operations.
16. Ability to solve problems that are complex in nature.