

RESPIRATORY CARE THERAPY SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
4147	Respiratory Therapy Technologist	02	444	6 mo.	05/01/23	Revised
4123	Respiratory Therapy Specialist	02	444	6 mo.	05/01/23	Revised
4124	Respiratory Therapy Manager	03	444	12 mo.	05/01/23	Revised

Promotional Line: 256

Series Narrative

Employees 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 for critically ill patients in Adult, Pediatric, and Neonatal intensive/critical care units.

The therapists review therapy requests for appropriateness, select and assemble equipment, ensure the proper function of the equipment, and administer treatment. They visit the patients one or more times a day to assess their status and collect data to ensure their 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(n) 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;
2. evaluates the patient's total respiratory condition in general-care units; discuss therapy details with nurses and 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. responsible for maintaining supply and equipment inventories for assigned areas;

7. ensures that equipment is in proper working order before 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 the implementation of therapies and treatment schedules as ordered;
11. performs related duties as assigned.

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

Employees at this level apply critical respiratory therapy procedures in treating and diagnosing 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;
2. monitors and evaluates patients on mechanical ventilators; assesses arterial lines and cardiac output; maintains equipment;
3. performs arterial punctures (drawing blood) and analyzes and interprets blood gases;
4. determines the appropriateness of the 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. assists in training Respiratory Care Therapy Technologists and 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.

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

Employees at this level supervise Respiratory Care Therapists on a given shift and 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 or critical-care units as follows:
 - a. trains and 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 and 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 and that the equipment is cleaned, functional, and returned to the storage area;
 - e. maintains training and 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. investigate any problems involving departmental operations;
 - j. responsible for conducting the departmental quality improvement program;
 - k. responsible for contributing to the departmental budgetary planning process;
 - l. review, assess, evaluate, 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 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 intensive care units;
 - b. makes daily rounds, observes conditions, and provides education on the appropriateness of care and services provided;
 - c. provides an 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

Level 1: Respiratory Care Therapy Technologist

4147

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Credentialed as a Certified Respiratory Therapist (CRT) by the National Board for Respiratory Care (NBRC).
2. Current/ valid Respiratory Care Professions License from the Illinois Department of Financial and Professional Regulation (IDFPR).
3. Current Basic Life Support (BLS) certification

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of the principles of circulation and 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 to treat cardiopulmonary diseases.
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 to treat cardiopulmonary diseases.
7. Skill in the assembly, application, monitoring, and maintenance of basic respiratory therapy equipment.

8. Interpersonal skills are 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 2: Respiratory Care Therapy Specialist**4123**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Credentialed as a Registered Respiratory Therapist (RRT) by the National Board for Respiratory Care (NBRC).
2. Current/ valid Respiratory Care Professions License from the Illinois Department of Financial and Professional Regulation (IDFPR).
3. Six (6) months of work experience comparable to that of a Respiratory Care Therapy Technologist.
4. Current Basic Life Support (BLS) certification

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 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, physiological effects of cardiac arrhythmias, and the ability to recognize cardiac arrhythmias.
11. Knowledge of and skill in set-up, assembly, evaluating/testing, application, monitoring, maintenance, and/or changing parts of respiratory therapy equipment (both basic and advanced), transcutaneous monitoring equipment, and interpreting 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 the appropriateness of prescribed respiratory care plans 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 quickly detect and correct equipment malfunctions at the bedside without endangering the patient.
21. Ability to work in high-risk neonatal and pediatric intensive care units and adult intensive care units with equal competence.

Level 3: Respiratory Care Therapy Manager**4124**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Credentialed as a Registered Respiratory Therapist (RRT) by the National Board for Respiratory Care (NBRC).
2. Current/ valid Respiratory Care Professions License from the Illinois Department of Financial and Professional Regulation (IDFPR).
3. Two (2) years (24 months) of work experience comparable to that gained as a Respiratory Care Therapy Specialist, including performing supervisory/lead worker or charge duties.
4. Current Basic Life Support (BLS) certification.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of emergency contingency plans and backup systems 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, and 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 are necessary to establish effective relationships with subordinates, peers, and medical professionals at all levels and to communicate verbally and in writing effectively.
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.