



Job Title:	Licensed Respiratory Therapist	
Reports to (Title):	Director of Nursing	
New Hire <input type="checkbox"/>	Annual <input type="checkbox"/>	

I have reviewed these job requirements and verify that I can perform all essential functions of this position.

Employee Signature/Date: _____

I. POSITION SUMMARY:

The licensed respiratory therapist holds current credentials as a certified or registered respiratory therapist granted by the National Board for Respiratory Care or its predecessor or successor organization or equivalent credentials on the basis of examination and training approved by the board and holds a current, unrestricted license to practice respiratory therapy issued by the licensing authority of a state, the District of Columbia, or a territory of the United States and who otherwise meets the requirements provided by the board. S/he applies and monitors oxygen; therapy, invasive and noninvasive ventilatory therapy, mechanical ventilation, bronchial hygiene therapy, and cardiopulmonary resuscitation. Duties include insertion and care of airways; institution of any type of physiologic monitoring applicable to respiratory therapy, including but not limited to cardiopulmonary and neurological processes related to such disease; insertion and care of peripheral arterial lines; administration of noncontrolled drugs and medications common to respiratory therapy that have been dispensed by a pharmacist and prescribed by a physician, advanced practice registered nurse, or physician assistant to be administered by a licensed respiratory therapist.

II. POSITION REQUIREMENTS (*Minimum qualifications for the position*)

- A. Licensure/Certification/Registration:** Current state licensure as a Licensed Respiratory Therapist (LRT), current Cardiopulmonary Resuscitation Basic Life Support (BLS) required, ACLS certification strongly recommended.
- B. Education:** Graduate of an accredited school granted by the National Board for Respiratory Care.
- C. Experience:** A minimum of one year experience in areas of assignment.
- D. Special qualifications:** Must be able to successfully complete established competencies for the position within designated probationary period. Effective communication skills; both oral and written. Computer skills needed. Ability to work with others within a team to ensure quality patient care. Strong problem-solving skills. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- E. Hours of work:** Shift assignments may vary.

III. PRIMARY JOB DUTIES:

1. Insertion and care of airways;
2. Institution of any type of physiologic monitoring applicable to respiratory therapy, including but not limited to cardiopulmonary and neurological processes related to such disease;
3. Insertion and care of peripheral arterial lines;
4. Administration of noncontrolled drugs and medications common to respiratory therapy that have been dispensed by a pharmacist and prescribed by a physician, advanced practice registered nurse, or physician assistant to be administered by a licensed respiratory therapist as defined in this Chapter. Nothing in this Chapter shall be construed to authorize the administration of sedatives, hypnotics, anesthetics or paralytic agents, or intravenous administration of medications, with the exception of the administration of medications necessary during cardiopulmonary arrest by a licensed respiratory therapist certified in Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), or a Neonatal Resuscitation Program (NRP).
5. Pulmonary assessment, testing techniques, and therapy modification required for implementation of physician-approved respiratory therapy protocols;
6. Administration of medical gases and environmental control systems and their apparatus, including hyperbaric oxygen therapy;
7. Administration of humidity and aerosol therapy;
8. Application of chest pulmonary therapy, and associated broncho-pulmonary hygiene techniques;
9. Institution of physician-approved patient driven respiratory therapy protocols in emergency situations in the absence of a physician;
10. Supervision of students.
11. Performance of procedures and diagnostic testing relative to respiratory therapy that are as ordered by a physician, advanced practice registered nurse, or physician assistant to assist in diagnosis, monitoring, treatment, and research, including;
12. Drawing arterial, venous, and capillary blood samples and other body fluids for analysis to determine laboratory values to be performed on blood gas instrumentation.
13. Collection of sputum and other body fluids for analysis.
14. Procedures involved in patient preparation and assisting a physician who is in attendance with invasive procedures related to respiratory therapy, including but not limited to bronchoscopy, chest tube insertion, and tracheotomy.
15. Measurement of expired gases in the performance of cardiopulmonary function tests common to respiratory therapy.
16. Starting of intravenous lines for the purpose of administering fluids pertinent to the practice of respiratory therapy in a special procedure area under the order of a physician, advanced practice registered nurse, or physician assistant.
17. Transcription and implementation of physician, advanced practice registered nurse, or physician assistant orders pertinent to the practice of respiratory therapy to be provided by a licensed respiratory therapist.
18. Instruction of patient, family, and caregivers in the prevention, management, and therapeutic modalities related to respiratory therapy for patients in any setting.

IV. DEGREE OF SUPERVISION REQUIRED: (✓ Check the one appropriate for this position.)

	Under supervision	Used for entry-level classes in which employee receives extensive training and close review of work other than the simpler, more repetitive duties.
✓	Under general supervision	The positions in this class are subject to a minimum of continuous and direct control. The statement tends to be used with working level positions where the employees are expected to operate with a reasonable degree of independence.
	Under direction	Usually refers to classes where positions receive no close or continuous supervision. Incumbents are expected to obtain desired results within established guidelines. This is usually used for supervisory classes.
	Under administrative direction	Usually used only in classes involving top level administrative positions in which the guidance is largely that of overall policy and regulatory/legal requirements.

V. AGES OF PATIENTS SERVED:

CATEGORY	AGE	✓	CATEGORY	AGE	✓	CATEGORY	AGE	✓
Infant	0-12 mos	✓	Adolescent	13-18 yrs	✓	Geriatric	70+ yrs.	✓
Pediatric	1-12 yrs	✓	Adult	19 –69 yrs.	✓			

VI. WORKING CONDITIONS:

Hospital rooms, common areas, clinical departments and hospital grounds. Potential hazards include:

EXPOSURE TO:	None	Some	Frequent	Very Frequent	EXPOSURE TO:	None	Some	Frequent	Very Frequent
• toxic/caustic chemicals		✓			• blood or body fluids			✓	
• extreme conditions, hot or cold	✓				• communicable diseases			✓	
• dust/fumes/gases (including asbestos)		✓			• unprotected heights	✓			
• moving mechanical parts		✓			• CRT (computer) monitor			✓	
• potential electric shock		✓			• frequent, repetitive motions/vibration			✓	
• x-ray electro- magnetic energy		✓			• Bloodborne Pathogens (BBP)			✓	
• high pitched noises	✓				• Tuberculosis			✓	
• needles or other sharp objects			✓		• Other (as listed)				

VII. PHYSICAL REQUIREMENTS:

Relates to the physical demands of the job in terms of fatigue, strain, and repetitive motion. Considers the amount of sitting, standing and walking required; the difficulty of the working positions; the intensity and continuousness of the tasks; and the exertion expended in lifting, pulling/pushing, or carrying varying weights.

DESCRIPTION	
1. Minimal physical exertion. Very light physical work at desk or counter level with intermittent periods of sitting, standing, and walking. May involve data entry, telephone work, or use of various office/analytical/diagnostic equipment.	
2. Same as level 1 with the addition of standing/sitting/walking for lengthy periods of time. May involve light physical exertion due to pushing, pulling, carrying, and lifting weights up to 20 pounds.	
3. Physical exertion involving pushing, pulling, and lifting weights up to 20 pounds. May require prolonged standing and/or walking during which time objects are transported. May require occasional bending, squatting, or reaching. May require occasional use of equipment.	
4. Physical exertion involving pushing, pulling, carrying, and lifting weights up to 50 pounds. May frequently move, position, and/or lift patients. May require bending, stooping, reaching and use of various types of equipment.	✓
5. Sustained physical activity throughout the work period. Performs work tasks involving pushing, pulling, carrying, and lifting varying weights up to 50 pounds. May operate equipment for prolonged period of time. May require frequent bending, squatting, stooping, reaching, climbing, or walking, in addition to other physical demands.	
6. Moderate to heavy physical exertion throughout the work period. Performs work tasks involving pushing, pulling, carrying, and lifting varying weights up to 50 pounds and greater than 50 pounds with assistance. May operate equipment for prolonged period of time. May require continuous bending, squatting, stooping, reaching, climbing, or walking, in addition to other physical demands. May work in a confined space or outdoors.	

VIII. PERSONAL PROTECTIVE EQUIPMENT:

(Please check all applicable column(s). See Competency Assessment for specific skills if applicable.)

Required PPE	Rare	Occasional	Frequently	Continually
Respirator, Breathing Equip	✓			
Eye Protection			✓	
Head Covering		✓		
Hearing Protection		✓		
Arms, Hands, Fingers			✓	
Body Protection			✓	
Dermatological			✓	
TB Mask		✓		
Other: Color Vision				

IX. ANNUAL MANDATORY TRAINING REQUIREMENTS: ALL EMPLOYEES ARE TESTED UPON HIRE AND ANNUAL AND ANNUALLY AS NEEDED THROUGH A CONTRACT WITH CLEARVIEW RECRUIT SOURCES SYSTEM. THE CORE REQUIREMENTS FOR ALL EMPLOYEES IS:

- Abuse and Neglect
- Advance Directives
- Age Specific
- Body Mechanisms
- Care Planning
- Color Vision (New)
- Complaints and Grievances
- Compliance
- Cultural Diversity
- Environment of Care
 - Bio-Terrorism
 - Emergency Preparedness
 - Fire Safety
 - Hazardous Material
 - Life Safety
 - Medical Equipment Management
 - Security Management
 - Utility Management
 - Waste Management
- Ethics
- Falls Prevention
- HIPPA
- Infection Control
 - Blood-Borne Pathogens
 - CDC Guidelines
 - Transmission Based Precautions
- Latex Allergy
- Legal Issues in Healthcare
- OSHA Healthcare Safety
- Patient Rights
- Patient Safety
- Quality Improvement
- Restraints
- Risk Management
- Sexual Harassment
- Workplace Violence

In addition to the above, the employee will be administered and must successfully complete an assessment for:

- LRT Specific Examination

X. Scoring Guidelines:

To be utilized to consistently judge those performance standards that have no quantitative measurement.

CONSISTENTLY MEETS (3)

In the evaluator's judgment and experience, this employee's performance is exceptional. This employee is a **model** and a **resource person** for other employees. The employee's demonstrates performances at a level well beyond the majority of experienced employees in similar positions. Employee requires little or no oversight/supervision. Employee is consistently requested by clinical affiliates.

CONSISTENTLY MEETS (2)

In the evaluator's judgment and experience, this employee's performance meets the organizations high expectations for the job and is viewed as performing **very well** on this standard. Requires a normal amount of oversight and supervision regarding this standard.

DOES NOT MEET(1)

In the evaluator's judgment and experience, this employee's performance is **marginally acceptable** and is in need of improvement. This employee is not meeting the expectations of the organization in this area. Employee requires more than the typical amount of oversight and close supervision of the standard.

XI. QUALITY OF WORK:	Self Eval	Sup Eval
<p>1. Complies with Hospital Policy Reports to assignments in per hospital policies in appropriate uniform and with essential supplies to perform essential job functions. 3-Exceed: No documented exceptions 2-Meet: 1 documented exception 1-Does not meet: 2 or more documented exceptions</p>		
<p>2. Accepts and Follows Directions Accepts assignments without controversy or challenging organizational management. Reports any unfair assignments to the appropriate personnel at Advantage Nursing Services, LLC and completes assignment in a professional manner. 3-Exceed: No documented exceptions 2-Meet: 1 documented exception 1-Does not meet: 2 or more documented exceptions</p>		
<p>3. Demonstrates Accuracy Assessment: Patient assessment is completed thoroughly and accurately prior to and immediately following a respiratory intervention/treatment. Assesses patient, family, significant other for educational needs about disease process and treatment. Identifies appropriate methods of assessment related to age group. Understands normal ranges of physiological standards for age group. <u>Source of Information:</u> Supervisory observations, medical record review, performance improvement data, age specific criteria, and occurrence reports. 3-Exceed: No documented exceptions 2-Meet: 1 documented exception 1-Does not meet: 2 or more documented exceptions</p>		

<p>4. Demonstrates Organizational Skills (sets priorities) Capable of prioritizing care and completing assignment within the allotted time frame. Treatments/interventions/tests/procedures performed within time frame allotted by facility. <u>Source of Information:</u> Supervisory observations, medical record review, performance improvement data, age specific criteria, and occurrence reports. 3-Exceed: No documented exceptions 2-Meet: 1 documented exception 1-Does not meet: 2 or more documented exceptions</p>		
<p>5. Educational Requirements Completes all mandatory, regulatory, hospital and organizational educational requirements. <u>Source of Information:</u> Proof of compliance (Clearview Recruit Source System) 3-Exceed: 0 exceptions plus additional growth activities (i.e., national certification, etc.) 2-Meet: 0 exceptions 1-Does not meet: 1 or more exceptions</p>		

XII. PROFESSIONALISM	Self Eval	Supy Eval
<p>1. Image – Projects a professional image at all times; consistently wears I.D. badge and dresses according to hospital specific guidelines; employs professional communication skills when dealing with customers, whether in person, on the telephone, or in written or electronic communication. <u>Source of Information:</u> Staffing system, facility feedback <u>Measurement Criteria:</u> 3-Exceed: No documented exceptions 2-Meet: 1 documented exception 1-Does not meet: 2 or more documented exceptions</p>		
<p>2. Punctuality/Dependability Accepts assignments and reports on time. Does not cancel shifts in less than outlined time frame. <u>Source of Information:</u> Staffing system, facility feedback <u>Measurement Criteria:</u> 3- cancelled less than ten (10) shifts in last calendar year. 2- cancelled less than fifteen (15) shifts in last calendar year. 1- cancelled more than 15 shifts in last calendar year.</p>		

<p>3. Collaboration with Co-Workers – Demonstrates effective a professional communication skills; greets customers in a warm, friendly manner; introduces self appropriately; takes time to give directions when need arises; can identify the procedure for obtaining assistance for customers with language barriers or the hearing/sight impaired.</p> <p><u>Source of Information:</u> Staff/facility feedback.</p> <p><u>Measurement Criteria:</u></p> <p>3-Exceed: No documented exceptions 2-Meet: 1 documented exception 1-Does not meet: 2 or more documented exceptions</p>		
<p>4. Initiative Exhibits warm, friendly behavior towards others; works to be part of solution instead of criticizing; thinks of creative ways to say “yes;” resists participating in gossip; displays a positive outlook; smiles and uses affirming body language frequently when dealing with customers; is consistently respectful, courteous and helpful.</p> <p><u>Source of Information:</u> Staff/facility feedback.</p> <p><u>Measurement Criteria:</u></p> <p>3-Exceed: No documented exceptions 2-Meet: 1 documented exception 1-Does not meet: 2 or more documented exceptions</p>		
<p>5. Customer Service Demonstrates ability to work effectively as part of a team; treats co-workers with respect; completes all training essential to the position and stays current on job-related knowledge; offers assistance to team members without being asked.</p> <p><u>Source of Information:</u> Staff/facility feedback.</p> <p><u>Measurement Criteria:</u></p> <p>3-Exceed: No documented exceptions 2-Meet: 1 documented exception 1-Does not meet: 2 or more documented exceptions</p>		
<p>6. Respect for Confidentiality and Patient Rights Exhibits behaviors that indicate an appreciation for maintaining patients’ dignity and privacy; communicates with customers in a timely manner if there is a delay; demonstrates proper elevator etiquette; adheres to organizational parking policies</p> <p><u>Source of Information:</u> Staff/facility feedback.</p> <p>3-Exceed: No documented exceptions 2-Meet: 1 documented exception 1-Does not meet: 2 or more documented exceptions.</p>		

XII. PROFESSIONAL PRACTICE	Self Eval	Supv Eval
<p>1. Perform emergency, special and routine respiratory care procedures in the critical and acute care setting according to physician orders, policies, procedures and approved care plans and practice guidelines.</p> <p><u>Source of Information:</u> Staff/facility feedback, documented exceptions.</p> <p>3-Exceed: No documented exceptions 2-Meet: 1documented exception 1-Does not meet: 2 or more documented exceptions</p>		
<p>2. Manage cardiopulmonary equipment related to acute care, including long-term mechanical ventilation, by performing monitoring maintenance, troubleshooting, assessment, cleaning, and documentation.</p> <p><u>Source of Information:</u> Direct observation, staff/facility feedback, documented exceptions.</p> <p>3-Exceed: No documented exceptions 2-Meet: 1documented exception 1-Does not meet: 2 or more documented exceptions</p>		
<p>3. Performs appropriate physical exam; review radiographic, laboratory and other test results to assist in respiratory care plan assessment and document patient progress.</p> <p><u>Source of Information:</u> Supervisory observations, medical record review, age specific criteria...</p> <p>3-Exceed: No documented exceptions 2-Meet: 1documented exception 1-Does not meet: 2 or more documented exceptions</p>		
<p>4. Individualizes a plan of care based on identified patient needs.</p> <p><u>Source of Information:</u> Supervisory observations, medical record review, age specific criteria, and performance improvement data.</p> <p>3-Exceed: No documented exceptions 2-Meet: 1documented exception 1-Does not meet: 2 or more documented exceptions</p>		
<p>5. Implements patient teaching based upon identified patient/family needs</p> <p><u>Source of Information:</u> Direct observation, staff/facility feedback, documented exceptions medical record review.</p> <p>3-Exceed: No documented exceptions 2-Meet: 1documented exception 1-Does not meet: 2 or more documented exceptions</p>		
<p>6. Provides interventions appropriate to patient assessment</p> <p><u>Source of Information:</u> Direct observation, staff/facility feedback, documented exceptions medical record review.</p> <p>3-Exceed: No documented exceptions 2-Meet: 1documented exception 1-Does not meet: 2 or more documented exceptions</p>		

<p>7. Evaluates patient response to medications and treatments</p> <p><u>Source of Information:</u> Direct observation, staff/facility feedback, documented exceptions medical record review.</p> <p>3-Exceed: No documented exceptions</p> <p>2-Meet: 1 documented exception</p> <p>1-Does not meet: 2 or more documented exceptions</p>		
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Total _____ ÷ 18 = _____

XIII. Strengths/Accomplishments:

IX. Opportunities for Improvement:

SIGNATURES <i>(Make sure employee and evaluator sign)</i>			
Employee signature:		Date:	
Evaluator signature:		Date:	