

 Oroville Hospital	Job Description for Respiratory Care Services Supervisor	Department: Cardiopulmonary Services
		Dept.#: 7720 Last Updated: 7/21/08

Reports To

Chief Operating Officer

Job Summary

The Respiratory Care Services Supervisor is an individual who is responsible for supervising the daily activities and personnel of the Respiratory Care Services Department solving minor and immediate problems regarding therapy administration and working with physicians and nurses to coordinate Respiratory Patient Care. The supervisor RT is a key communication liaison between Practitioners and Department Directors, as well as between the Respiratory Care Services Department and other hospital personnel. As a Practitioner, ensures that quality, timely and appropriate care is provided to Patients of any age including: neonatal, infant, child, adolescent, adult and geriatric through patient assessment and treatment; through implementation of quality improvement, utilization review and clinical education programs.

Duties

1. fulfills obligation of Department need during unavailability of Director
2. Assists in implementation of the philosophy, objectives, standards policies and procedures for the Respiratory Care Services
3. Participates in implementing planned changes and activities to improve Respiratory Care delivery
4. Assists in maintaining the smooth functioning of the Respiratory Care Services:
 - a. Ensures flow of communication from and to staff and Director
 - b. Maintain and assist in ordering supplies and equipment for the department
 - c. Monitors services of the department and addresses problems directly or with assistance from the Director
 - d. Rents equipment from outside sources as needed and authorizes equipment repairs
 - e. Participates in quality assurance program and staff competency reviews
 - f. Does time cards
5. Uses chain of control to promptly address clinical issues; departmental operation concerns and unresolved difficult interaction with others
6. Assures initiation and follow-up of risk identification reports, patient/family or physician complaints and notifies Department Director in a timely manner

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7. Appropriately identifies performance problems of staff members, performs counseling if appropriate and completes documentation as required
8. Serves as preceptor for new staff and clinical site students, assuring completion of all orientation and skills checklists, identifies learning needs and plans training
9. Works to resolve difficult interactions with physician, co-workers, visitors, patients or personnel from other departments
10. Administration of therapies as prescribed by a physician and according to the standard procedure described in the Departmental Policy and procedure Manual in these areas:
 - a. Oxygen therapy
 - b. Aerosol therapy
 - c. IPPB therapy
 - d. Continuous Mechanical Ventilation
 - e. Incentive Spirometry
 - f. Chest physiotherapy
 - g. Oro/Naso-pharyngeal suctioning
 - h. Tracheo-bronchial suctioning and tracheostomy care
 - i. Airway management/assessment
 - j. Cardio-pulmonary resuscitation
11. Incorporates knowledge of patients functional and developmental age into patient care activities
12. Patient monitoring: must be able to identify side effects of therapy or life threatening symptoms and take appropriate actions
13. Equipment monitoring: must be able to assemble, test prior to patient use and monitor equipment for proper function, report any defects. Must be able to perform calibration and sterilization of equipment
14. Documentation of patient administered therapies, side effects and or results. Documentation departmentally of shift therapies administered and statistical information for hospital records or patient charges
15. Handling and changing of medical gas cylinders: must be able to identify various types of medical gases and the proper administration of these gases. Must know the proper method of transporting cylinders and proper storage techniques
16. Is responsible for employee yearly evaluations along with the Director
17. Formal instruction of patient and their families in Respiratory Care
18. Observes established policies and procedures including confidentiality, safety, infection control and other environmental regulations

Qualifications

1. Good verbal and written skills

2. Basic computer skills
3. Minimum of two years experience as a Respiratory Care Practitioner, RRT preferred
4. Valid California Respiratory Care Practitioner License
5. Current CPR Certification
6. Neonatal Resuscitation Certificate preferred
7. PALS, ACLS & NRP certifications required

Lifting Requirements

Sedentary- generally not more than 10 lbs. maximum and occasionally lifting and/or carrying such articles as ledgers, files and small items.