



POSITION DESCRIPTION

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| POSITION TITLE: | SENIOR RESPIRATORY THERAPIST |
| DEPARTMENT: | ACUTE CARE |
| CLASSIFICATION: | SENIOR RESPIRATORY THERAPIST |
| UNION: | MGEU – TECHNICAL PROFESSIONAL |

REPORTING RELATIONSHIPS

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| POSITION REPORTS TO: | HEALTH SERVICES MANAGER |
| POSITIONS SUPERVISED: | NOT APPLICABLE |

POSITION SUMMARY

Under the general supervision of the Health Services Manager, the Senior Respiratory Therapist is responsible for maintaining a partial clinical case load within the established standards of care which includes providing therapeutic, diagnostic, technical and teaching respiratory therapy services consistent with discipline and professional standards. The Senior Respiratory Therapist oversees the daily clinical service delivery and operational issues in the designated service area to ensure optimum client care in a safe therapeutic environment. The Senior Respiratory Therapist shall act as a consultant to outside agencies, other health care professionals and students with regard to clinical issues in the designated service area. The Senior Respiratory Therapist assists with referrals for inpatients and outpatients as required. The incumbent will advise the facility/program administration on matters pertaining to respiratory therapy.

The position of Senior Respiratory Therapist functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Functions within the Standards of Practice of the Manitoba Association of Registered Respiratory Therapists (MARRT).

Leadership

- Provides guidance to respiratory therapists through clinical leadership, mentoring, supervision, education, evaluation and research.
- Contributes to the delivery of quality respiratory therapy services by examining, developing and evaluating the body of knowledge and clinical practices.
- Assisting in performance appraisals and recruitment, as well as coordinating clinical work schedules, caseloads, and service rotations.
- Supervises site staff.
- Ensures current licensure and registration of staff.
- Ensures the timely resolution of the day-to-day caseload coverage issues resulting from staff absences due to illness, vacation or continuing education.
- Coordinates referrals and manages caseload for the service area including scheduling, developing rotations and managing waitlists.
- Serves as the initial contact person for staff to handle human resource issues.
- Serves as the initial contact person for clients, family members, care providers, and visitors to help resolve any concerns with the service provision in the designated service area.
- Assists with the recruitment, interviewing and hiring of new staff.
- Monitors staff performance and communicates to the manager, issues which may result in disciplinary action, participates in the disciplinary process as appropriate.
- Assists with the completion of performance appraisals.
- Leads the clinical service support activities such as quality improvement, standards development and risk management.
- Leads the development, revision, implementation, and evaluation of standards for respiratory therapy staff and students in the designated service area.
- Ensures that the respiratory therapy practice standards are consistent with the facility's mission, vision, strategic direction and goals and objectives.
- Ensures statistics and management reports are compiled and distributed.
- Participates on accreditation teams as requested.
- Assists in the review and follow up of occurrence reports and implements changes in service or practice where necessary.
- Applies leadership principles that support a collaborative practice model including shared decision-making and accountability for one's own actions.
- Assists in the resolution of professional practice issues or concerns.
- Participation on appropriate committees.

Clinical Care

- Performs client respiratory and related assessments on inpatients and outpatients.
- Applies the principles of respiratory therapy to assist the medical staff in the diagnosis and treatment of patients with respiratory and related disorders. Provides direction to initiate and monitor respiratory therapy and related interventions. This includes aerosol therapy, administration of oxygen and other therapeutic gases, pulmonary function tests, arterial punctures and capillary gases.
- Plans, develops and implements various respiratory therapy treatment plans to both inpatients and outpatients.
- Recommends and implements changes in respiratory and related care to the client care team based on the client assessment.
- Initiates and monitors controlled mechanical ventilation on adult patients.

- Assists with client transport both in and out of hospital.
- Assists in testing and monitoring of patients being placed in the home oxygen program.
- Attends and participates in multidisciplinary client care planning rounds.
- Coordinates respiratory therapy with other departments within the facility.
- Is familiar with current anesthetic administration and monitoring equipment.
- Acts as a consultant when requested for other Regional sites and Programs.
- Applies infection prevention and control routine practices.

Education (Clients, Staff, Students)

- Instructs client care team members, clients and their caregivers about respiratory equipment and procedures and/or other related care topics and educational in-services.
- Ensures orientation materials are current and up to date.
- Arranges orientation of new staff including scheduling.
- Arranges preceptorships with education institutes including scheduling and supporting the Respiratory Therapist Preceptor.
- Participates in the teaching of students in their clinical education program.

Quality

- Client care is guided by research-based best practices.
- Routine maintenance of respiratory therapy and related equipment is completed including performing quality control and quality assurance regimens.
- Responsible for trouble shooting and performing minor repairs on malfunctioning respiratory therapy and related equipment.
- Participates in the testing and evaluation of new respiratory and related equipment.
- Policies and procedures are kept up to date in a timely manner.
- Provides clinical supervision of student respiratory therapists.

Professional Development

- Strives for continuous self-improvement and maintenance of competence through continued education.
- Maintains a current knowledge of trends and issues in the profession at the local, provincial and national levels.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Degree/Diploma in Respiratory Therapy from an approved School of Respiratory Therapy Program, accredited by the Council on Accreditation for Respiratory Therapy Education.

- Must be registered and a member in good standing with the Manitoba Association of Registered Respiratory Therapists.
- Certification as a Certified Respiratory Educator or Certified Asthma and/or COPD Educator preferred.
- Current BCLS certification.

REQUIRED KNOWLEDGE:

- Knowledge of the Home Oxygen Program, current respiratory therapy best practices.
- Knowledge of the physiological, social, cultural and economic aspects of patient care.

EXPERIENCE REQUIRED:

- Recent inpatient and outpatient clinical experience preferred.

SKILLS/COMPETENCIES:

- Ability to establish and maintain good interpersonal relationships. Ability to work effectively and maintain positive working relationships with co-workers, clients and within interdisciplinary team.
- Must have effective written and verbal communication skills.
- Must be able to work cooperatively with other disciplines and demonstrate professional judgment and initiative.
- Ability to organize and complete assignments with a minimum of supervision.
- Willingness to adapt to new concepts, techniques and best practice in the academic and clinical fields of health care and education knowledge.
- Must have experience with computers including office productivity and email software.
- Valid Manitoba driver's license.
- Mental and physical ability to meet the demands of the position; manual dexterity and visual acuity are required.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Ability to stand, walk and perform manual ventilation with one or both hands for prolonged periods.
- Must be flexible and attend to emergent situations as required.
- Ability to lift heavy medical equipment including measuring devices, monitors, and other equipment (weighing up to 15 pounds/6.8kg).
- Ability to push wheeled medical equipment.
- Ability to assist with the positioning of clients.
- May be required to occasionally work extended hours.
- May be required to work a variety of shifts, including weekends.

- May be exposed to infectious diseases, blood and body fluids, radiation, toxic materials, noise, allergens, physical and emotional stress, etc.
- May encounter aggressive and/or agitated clients/staff/visitors.
- May be required to travel throughout the region as duties may require.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

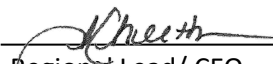
PATIENT SAFETY

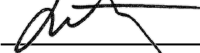
- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: _____
Date

Revised: _____
Date

Approved by: _____ Date
Regional Manager/ Supervisor

Approved by: _____ Date

Regional Lead/ CEO

Reviewed by: _____ Date

Regional Lead, Human Resources

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.