

Job Title:	Respiratory Therapy Manager	Department:	Respiratory Care
Position Type:	Full Time	Job Category:	Non-exempt
Supervisor Title:	Director of Patient Care	Dress Code Requirements:	Scrubs, closed toe shoes, lab jacket over casual clothes when on call
Created Date:	Sept. 2001, last revised Aug. 2014	Last Updated:	April 2019
Educational Requirements or Preferences:	Graduate from an AMA approved school for Respiratory Care.	Credentials Required or Preferred:	Maintain current ND license as a Certified or Registered Respiratory Therapist. Maintain current BLS and ACLS.
Shift:	Monday through Friday – 6:30 a.m. to 4:00 p.m.	Hours/Call:	
Travel Required: (Driver's License Required)	Approximately 5-10% travel to service areas for home care	Equipment Knowledge:	Computer, all basic respiratory and DME equipment
Knowledge/Skills/Abilities/Experience Required or Preferred:			
<p>Must obtain PALS and NRP certifications within first year of employment. Must possess excellent communication skills in order to explain/direct home programs and exercises. Must be able to interact with patients and families in a positive manner. Must be able to work with a high degree of independence and possess the ability to make decisions quickly. Must be able to work in high stress situations and retain concentration. Possess an understanding of cardiopulmonary anatomy and physiology. Be able to prioritize procedures throughout the day and utilize critical thinking when necessary.</p>			
Job Description			
<p>Working department manager who supervises and performs all aspects of cardiopulmonary functions within the capabilities of the facility, keeping in compliance with all regulatory statues and within the scope of license. Maintains daily contact with inpatients, outpatients, physicians, and nursing staff. Solves problems as they arise to assure good working relationships.</p>			
ESSENTIAL FUNCTIONS, ROLES, AND RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Supervise and performs both basic and critical respiratory care procedures, cardiac rehab program, and cardiac stress procedures on: <ol style="list-style-type: none"> a. In-house patients, including swing bed residents; b. New admits; c. Emergency room patients; d. Trauma and code cases; e. Outpatients; f. Home care patients on oxygen and CPAP/BIPAP. 2. Performs both evaluation and diagnostic testing on in-house patients and outpatients. Communicates with physicians for the best care of the patient according to established protocol. Interprets test results and assists in establishing the best course for the patient's recovery according to established protocol. 3. Supervises and performs departmental operation functions: <ol style="list-style-type: none"> a. Daily charges; b. Calibration controls on necessary equipment; c. Stock supplies in designated areas of the facility; d. Chart all patient interactions in the chart; e. Make frequent rounds to stay current with order changes and requests; f. Monitor equipment and report all malfunctions. 			

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<p>OTHER DUTIES</p> <ol style="list-style-type: none"> 1. Quality Control of all state and federal regulated equipment as well as other CQI programs. <ol style="list-style-type: none"> a. CLIA '88 for blood gas analyzers to ensure proficient measurement. b. Departmental quality assurance for CQI requirements. 2. Department, network staff, and patient education and updates. <ol style="list-style-type: none"> a. Continue education requirement for licenser in respiratory care. b. Physician updates as the field of respiratory advances. c. Educate lung and heart patients about disease and compliance. 3. Oversee all network yearly equipment maintenance programs. <ol style="list-style-type: none"> a. CLIA '88 requirements for blood gas analyzer. 4. Perform departmental operation functions. <ol style="list-style-type: none"> a. Develop and update policy and procedure manuals. b. Budget for both respiratory care and cardiac rehabilitation. c. Develop, update and gain approval for use of protocols. d. Ensure state and federal regulations to comply with licenser. e. Time cards. 5. Responsible for maintenance of inventory and supplies for Respiratory Therapy department. 6. Attend CQI, Trauma, Department Manager, and all other meetings as assigned. 7. Provides QA monitoring as needed with various studies. 8. Keeps up-to-date on new developments in Respiratory Therapy. Oversees the continuing education requirements of staff members and enables them to stay current on required continuing education. 9. Evaluates equipment and makes purchase recommendations. 10. Reviews, makes recommendation, and assists in the negotiation of mobile service contracts, collaborating with the Director of Patient Care and the CEO. <p>ADDITIONAL NOTES</p> <p>This job description does not reflect all duties that may be assigned to this position.</p>			
Other Requirements:	<ol style="list-style-type: none"> 1. CPR certification. 2. TB screen. 3. Must meet the attendance requirements of the position including mandatory meeting attendance. 4. Participates on at least one committee or project per year. 5. Completes annual mandatory training yearly. 6. Completes required Incident Command System for Healthcare/Hospitals training. 7. Must speak and write English clearly. 8. Respects the privacy of all persons and confidential information according to confidentiality policies and HIPAA regulation. 9. Follows the Standard Precautions Policy. 		
Physical Capabilities:	<p>Physical Effort:</p> <ol style="list-style-type: none"> 1. Able to lift a minimum of 50 pounds. 2. Able to sit one to two hours at a time. 		

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	3. Able to stand at least 50% of a shift for patient care and equipment maintenance. Mental Effort: 1. Function with complete accuracy during the pressure of a crisis. 2. Maintain communication skills with patients, family members, physicians and other staff members under all circumstances. 3. Interrupt test data with complete accuracy for state and federal regulation committees. <ol style="list-style-type: none"> Proficiency testing. Quality control testing. Quality assurance data. 4. Ability to change focus of concentration as the need demands. <ol style="list-style-type: none"> Basic respiratory care. Trauma. Budget matters. Management meetings. 		
Environmental Factors:	Environment: 1. Desk work. 2. Emergency Room. 3. Operating Room. 4. Patient room. 5. Patient homes. 6. Clinics. Hazards: 1. Potential risk for needle sticks. 2. Body fluid exposure during procedures. 3. Chemical exposure for equipment cleaning. 4. Exposure to chemicals resulting from chemical disasters.		
I, (Print name) _____, have read the job description required for my position and fully understand the conditions set forth therein. I agree to perform these duties to the best of my ability.			
Employee Signature		Date:	