

CHIEF RESPIRATORY THERAPIST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position is responsible for managing, coordinating and supervising the function of the Respiratory Therapy Unit including planning and scheduling, performance evaluation, quality control, problem solving and training of respiratory techniques to respiratory staff and students. Supervision is exercised over a number of respiratory therapists and technicians. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops policies and procedures for the implementation of respiratory therapy techniques and for the use of respiratory therapy equipment in accordance with approved standards and hospital policy;

Consults with physicians, nurses and other staff on respiratory therapy issues, to plan and schedule needed service, and resolve problems;

Reviews data of service delivery statistics to evaluate the distribution of workload, staffing and scheduling requirements and to evaluate productivity;

Insures the implementation of administrative hospital policies and procedures, particularly in the area of personnel, staffing, requisitioning of equipment and supplies, records maintenance, reporting, budgeting, communication, etc.;

Organizes the work of the Respiratory Therapy Unit to insure implementation and compliance to regulatory requirements of the New York State Health Department and JCAHO standards as they apply to respiratory therapy;

Conducts staff meetings to communicate and discuss with staff new developments, new techniques, changes in policy and procedures to insure understanding and uniformity of services provided;

Enforces safety rules and regulations as they apply to respiratory therapy;

Conducts periodic quality assurance reviews and performance appraisals to insure compliance with departmental objectives;

Reviews and approves the purchase of new equipment and inventory to meet the demands of patient needs including insuring adequate supplies of oxygen and other therapeutic gases;

Serves on committees to provide expertise on respiratory therapy issues and to facilitate interdepartmental communication;

Executes plans developed in conjunction with the Associate Director of Hospital and the Medical Director to meet the needs of the hospital and overall patient care;

EXAMPLES OF WORK: (Cont'd)

Instructs students in respiratory therapy techniques and practices;

Recruits, hires, trains and provides inservice education for respiratory staff, and students;

Keeps abreast of current developments in the field through publications, lectures and conferences;

Performs related administrative tasks to insure the efficient and effective operation of the Unit;

May use computer applications or other automated systems such as spreadsheets, work processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the practices, principles and techniques of respiratory therapy; skill in the operation and maintenance of respiratory therapy equipment; ability to follow medical instructions; ability to plan, assign and supervise the work of subordinates; ability to provide instruction in the use and operation of respiratory equipment; ability to effectively use computer applications such as spreadsheets, work processing, calendar, e-mail and database software in performing work assignments; thoroughness; dependability; accuracy; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration, issued by the New York State Education Department, as a Respiratory Therapist and seven years experience as a respiratory therapist, three of which must have been at the supervisory level.

SPECIAL REQUIREMENT: Possession of registration as a Registered Respiratory Therapist, issued by the National Board for Respiratory Care.

*SPECIAL NOTE: Formal teaching experience in the field of a Respiratory Therapy may be substituted for respiratory experience on a month for month basis, up to two years (exclusive of the supervisory experience).