

**The Merlin Healthcare Group, Inc..
Respiratory Therapist Job Description**

Department	Position Title	Reports To
Respiratory	Respiratory Therapist RRT or CRT	Chief Operating Officer / Chief Nursing Officer
Effective/Revision Date: June 18, 2009, July 12, 2011, September 5, 2013, January, 2015	Supervisor Signature/Date: Terry Merlin, RN (esign)	Hire Date:
Employee Name:		Evaluation Date:
I have reviewed these job requirements and verify that I can perform the minimum requirements and essential functions of this position.		
Employee Signature: _____		Date: _____

POSITION SUMMARY:

The Respiratory Therapist is either registered or certified by the National Board of Respiratory Care to provide Cardiopulmonary Services. The Respiratory Therapist is responsible for following protocols approved by the medical staff and department policy and procedures in order to provide timely diagnostic and therapeutic services to both inpatients and outpatients. Responsibilities include: assisting physicians with invasive and non-invasive procedures, delivery of medicated aerosols via medical compressed gas, maintaining airways, ventilator management, insertion of arterial lines, intubations, pulmonary function studies, cardiac and pulmonary stress tests, and blood gases.

POSITION RESPONSIBILITIES:

STANDARD I – Customer Service/Communication/Interpersonal Skills

Demonstrates good skills in all forms of communication. Works well with others in a spirit of teamwork and cooperation. Exceed expectations of internal and external customers: Patients, families, physicians, colleagues, visitors and vendors.

STANDARD II – Job Knowledge/Productivity/Initiative

Maintains certifications, education and development appropriate for position. Completes position responsibilities by following established guidelines and protocols within the appropriate time frame.

STANDARD III – MHG/Facility/Department Policies & Procedures

Supports, implements and ensures compliance with all MHG/Facility and department policies and procedures.

STANDARD IV – Organizational Ethics/Improving Organizational Performance

Supports MHG, Facility’s ethics, mission, vision and values. Demonstrates understanding and involvement with Performance Improvement.

STANDARD V – Position Specific Essential Performance Criteria

Performs position specific job functions at an acceptable level with minimal direction.

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Position Minimum Requirement Checklist

<p align="center"><u>Education</u></p> <p>() Less than high school () High school or GED (X) Vocational/Technical OR (X) 2 yr Associate Degree/Diploma () Post Graduate Degree (X) License/Certification (specify) <u>Certified or Registered by</u> <u>NBRC. State Licensure</u></p>	<p align="center"><u>Mental & Emotional Requirements</u></p> <p>(X) Manage stress appropriately (X) Make decisions under pressure (X) Manage anger/fear/hostility/ violence of others appropriately (X) Handle multiple priorities (X) Work independently (X) Work in confined and/or crowded areas</p>	<p align="center"><u>Personal Protective Equipment</u></p> <p>(X) Mask (X) Gown (X) Goggles/Safety glasses (X) Latex Gloves () Other:</p>																																																																																					
<p align="center"><u>Experience</u></p> <p>() None () Less than 1 year (X) 1 – 3 years () 3 – 5 years () More than 5 years</p>	<p align="center"><u>Hazards</u></p> <p>(X) Exposure to toxic/caustic chemical/detergents () Exposure to extreme conditions, hot/cold (X) Exposure to dust/fumes/gases (X) Exposure to moving mechanical parts (X) Exposure to potential electrical shock (X) Exposure to high pitched noises</p>	<p align="center"><u>Hazards (continued)</u></p> <p>(X) Exposure to communicable diseases () Exposure to excessive sunlight or work outdoors () Unprotected heights (X) CRT (computer) equipment () Operating heavy equipment (X) Exposure to blood and/or body fluids () Exposure to xray/electromagnetic energy</p>																																																																																					
<p align="center"><u>Skills</u></p> <p>(X) Organizational (X) Verbal (X) Interpersonal (X) Mathematical (X) Analytical (X) Grammar/Spelling (X) Read/comprehend written instructions (X) Follow verbal instructions (X) Transcription (X) BLS (X) ACLS - preferred (X) Computer (specify) <u>Computer Technology</u> <u>Blood gas analyzer and</u> <u>pulmonary function machines</u> () Clerical (specify) () Department – Specific:</p>	<p align="center"><u>Physical Requirements</u> (Definitions below)</p> <p>() Sedentary work () Light work (X) Medium work () Heavy work () Very heavy work</p> <p>The minimum requirements of this position require the individual to:</p> <p>(X) Stand for <u>7</u> hours a day (X) Sit for <u>2</u> hours a day (X) Walk for <u>3</u> hours a day (X) Perform repetitive tasks/motions (X) Distinguish colors (X) Hear alarm/telephone/tape recorder/normal speaking voices (X) Have good manual dexterity (X) Have good eye-hand-foot coordination (X) Have clarity of vision: Near (<20') Mid (>20' to 20') Far (>20')</p>	<p align="center">Evaluate requirements & activity percentage in time for this position based on the following:</p> <p>1 Not at all (0%) 2 Occasionally (1-33%) 3 Frequently (34-66%) 4 Continuously (67-100%)</p> <table border="1"> <thead> <tr> <th></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>Climb</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Bend</td> <td></td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Crouch</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Squat</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Crawl</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Kneel</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Pull with force</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Reach above head</td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>Reach above shoulder</td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>Twist at waist</td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>Push/pull up to 50 lbs.</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Lift/carry up to 50 lbs.</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Lift from floor level up</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Lift from waist level up</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Lift from shoulder/head</td> <td></td> <td>X</td> <td></td> <td></td> </tr> </tbody> </table>		1	2	3	4	Climb		X			Bend			X		Crouch		X			Squat		X			Crawl	X				Kneel		X			Balance		X			Pull with force		X			Reach above head				X	Reach above shoulder				X	Twist at waist				X	Push/pull up to 50 lbs.		X			Lift/carry up to 50 lbs.		X			Lift from floor level up		X			Lift from waist level up		X			Lift from shoulder/head		X		
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<p align="center"><u>Ages of Patients Served</u></p> <p>(X) Infant/neonate Birth – 1 yr (X) Child/pediatric 1 – 11 yrs (X) Adolescent 12 – 17 yrs (X) Adult 18 – 64 yrs (X) Geriatric 65 + yrs () Not applicable</p>	<p>Enter any Additional Minimum Requirements</p> <p>DEFINITIONS: SEDENTARY WORK: Prolonged periods of sitting and exert up to 10 lbs force occasionally. LIGHT WORK: Exert up to 20 lbs force occasionally, and /or up to 10 lbs frequently. MEDIUM WORK: Exert up to 50 lbs force occasionally, and/or up to 20 lbs frequently, and/or up to 10 lbs constantly. HEAVY WORK: Exert up to 100 lbs force occasionally, and/or 50 lbs frequently, and/or 20 lbs constantly. VERY HEAVY WORK: Exert over 100 lbs force occasionally, and/or 50 lbs frequently, and/or 20 lbs constantly.</p>																																																																																						

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INDICATORS OF PERFORMANCE

N/A	NOT APPLICABLE	Does not apply - Explain
2	MEETS	Performance fully meets standards
1	DOES NOT MEET	Performance falls below standards

Standard I – Customer Service/Communication/ Interpersonal Skills

Exceed expectations of internal and external customers: patients, families, physicians, colleagues, visitors and vendors. Demonstrates skill in all forms of communication. Works well with others in a spirit of teamwork and cooperation.

		1	2	N/A	COMMENTS
1.	Demonstrates effective verbal and written communication. Utilizes proper etiquette with Telephone and Electronic mail.				
2.	Demonstrates respect for other’s opinions, judgment, and capabilities; gives recognition and praise.				
3.	Anticipates and provides resolution to issues based on the needs and expectations of our customers.				
4.	Consistently displays professional, compassionate behavior that enhances the public image of MHG evidenced by professional care of patients and courteous behavior toward the public and co-workers.				
5.	Responds to supervisors, patients and co-workers request for information and assistance in cooperative manner and within appropriate time frame.				
6.	Channels concerns appropriately through Chain of Command; deals with conflict appropriately/privately				
7.	Treats others with respect at all times; maintains a work environment free of harassment, hostility, threats or violence.				

Standard II – Job Knowledge/Productivity/Initiative

Maintains certifications, education and development appropriate for position. Completes position responsibilities following established guidelines and protocols within the appropriate timeframe.

		1	2	N/A	COMMENTS
1.	Demonstrates a thorough knowledge of work practices/responsibilities and emergency procedures.				
2.	Demonstrates initiative and enthusiasm in performing job duties.				
3.	Demonstrates ability to set priorities; utilizes organizational skills to complete duties timely.				
4.	Demonstrates ability to accept and act upon suggestions for improved performance.				
5.	Demonstrates ability to perform work in an accurate and timely manner during periods of increased workload and high stress.				

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5.	Maintains privacy and confidentiality (intentional or unintentional) of patient and employee information in verbal, written and electronic form. Limits access to patient/employee information on a job-related need to know basis.				
6.	Verbalizes the process for resolution of ethical issues in Facility's and MHG offices; knows how to initiate an ethics consult.				
7.	Complies with MHG & Facility's risk management program- timely/accurate occurrence reporting.				

Standard V – Position Specific Essential Performance Criteria

Performs position specific job functions at an acceptable level with minimal direction

PRIMARY RESPONSIBILITIES					
	PATIENT RIGHTS	1	2	N/A	COMMENTS
1.	Demonstrates awareness and respect for the patient/family/significant others dignity and values; identifies cultural and religious needs, emotional and language barriers, physical, cognitive, psychological and educational limitations.				
2.	Maintains and protects patient's security, privacy and confidentiality in all aspects of patient care.				
3.	Knowledgeable of what constitutes an informed consent; facilitates the process of obtaining consent.				
4.	Aware of patient's advance directives; honors the directive within law and Facility policy.				
5.	Involves the patient and/or family in all processes and planning; respecting the Patient's rights. Serves as patient advocate.				
6.	Demonstrates responsibility and awareness of patient's right to refuse an exam and/or treatment.				
	ASSESSMENT	1	2	N/A	COMMENTS
1.	Demonstrates competence in assessment and reassessment of pulmonary /airway status.				
2.	Interprets data to determine when patient is at acute risk and takes appropriate measures including notifying primary caregiver.				
3.	Sensitive to end-of-life care needs for patient and family, including ventilator management, emotional and spiritual support.				
4.	Responsible to determine if patient is in pain - (asking or observation). Understands the Facility standard pain score (usually 1-10) and reports pain to appropriate nursing staff.				
5.	Recognizes and reports sign/symptoms of abuse/neglect as identified by Facility criteria.				

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6.	Recognizes significant change in patient condition; reassesses and communicates changes to appropriate persons.				
7.	Identifies abnormal ABG values and the implications, notifying the physician and modifying care as appropriate.				
CARE OF THE PATIENT		1	2	N/A	COMMENTS
1.	Demonstrates knowledge of the specific respiratory conditions and treatment therapies for the specific patient population served.				
2.	Evaluates and documents patient's response to the treatment/therapy, communicates to the health care team and implements necessary changes to care.				
3.	Performs and reports Arterial Blood Gases and analysis as per Facility policy.				
4.	Collaborates with healthcare team to develop, implement and evaluate respiratory plan of care.				
5.	Demonstrates technical expertise to operate all equipment in the Respiratory department. (Oxygen, suction, blood gas analyzer, pulmonary function machine, incentive spirometer, suction equipment, etc)				
6.	Ensures correct dosages are within policy guidelines and according to patient's history, weight, age and known allergies.				
7.	Competent in the minimal safe use of restraints.				
8.	Incorporates Facility Medication Safety Initiatives, policy/procedures in the safe administration and monitoring of medications specific to department.				
9.	Demonstrates knowledge and skill in intubations - if required to perform.				
10.	Demonstrates skill and competence in performing arterial puncture for obtaining blood gases.				
11.	Responds to all STAT calls immediately per policy				
12.	Practice consistent with National Patient Safety Goals				
PATIENT/FAMILY EDUCATION		1	2	N/A	COMMENTS
1.	Documents patient/family/SO learning needs, abilities, preference and readiness to learn based on age specificity and level of understanding.				
2.	Explains tests, procedures, disease processes, medications and equipment to patient and family throughout course of treatment.				
3.	Solicits patient compliance and participation through effective educational and reinforcement efforts.				
CONTINUUM OF CARE		1	2	N/A	COMMENTS

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1.	Ensures that the discharge process provides for continuing care based on the assessed needs of the patient; provides clear time/action specific discharge instructions in clear understandable terminology.				
2.	Ensures continuity of care through consistent sharing of patient information with other departments, primary caregiver or physician.				
3.	Assures pertinent information regarding procedures and patient response are documented.				
LEADERSHIP.		1	2	N/A	COMMENTS
1.	Knowledgeable of CAP and JCAHO regulations that impact department and services offered.				
2.	Implements Facility chain of command as appropriate for safe patient outcomes.				
3.	Identifies and ensures that patient need and expectations are being met to assure patient satisfaction				
4.	Demonstrates clinical expertise and professionalism when responding to emergency situations				
5.	Responds to all Code Blue/Code 99 (emergency life threatening events).				
6.	Participates in the appropriate billing/charging for services rendered.				
ENVIRONMENT OF CARE		1	2	N/A	COMMENTS
1.	Reports hazardous conditions, to Director; assists in maintaining safe, comfortable and therapeutic environment.				
2.	Reports equipment failures/malfunctions immediately.				
3.	Demonstrates proper use of supplies and equipment; assists with restocking, ordering and inventory of supplies.				
4.	Responsible to appropriate disposal of sharps and needles.				
5.	Ensures that necessary RT equipment is available on all crash carts (suction, O2, Ambu bags, etc).				
MANAGEMENT OF HUMAN RESOURCES		1	2	N/A	COMMENTS
1.	Demonstrates competence to assess, treat, and care for patients of the age of the population served.				
2.	Participates in ongoing in-service and education to ensure competency in assigned area of practice.				
MANAGEMENT OF INFORMATION		1	2	N/A	COMMENTS
1.	Maintains privacy, confidentiality, security and integrity of patient and organizational data.				
2.	Follows all security policies regarding computer access				
3.	Maintains security of personal passwords.				
4.	Concise documentation of clinical information and education related to procedures.				

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	INFECTION CONTROL	1	2	N/A	COMMENTS
1.	Appropriately disposes of biomedical/hazardous waste in designated container at point of origin.				
2.	Utilizes appropriate techniques to prevent cross contamination; practices standard precautions, personnel protective equipment use as appropriate.				
3.	Communicates actual/potential infection control concerns to the Infection Control Coordinator in a timely manner.				

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AGE SPECIFIC COMPETENCIES: The staff member must be able to demonstrate the knowledge and skills necessary to provide care based on physical, psycho/social, educational safety and related criteria, appropriate to the age of the patients served in his/her assigned position. The skills and knowledge needed to provide such care may be gained through education, training or experience. Any negative response in this section will be reflected in overall performance rating of the individual and established as a goal for improvement through additional training, education, etc.

LEGEND		METHOD OF ASSESSMENT	SCORING (Please ✓)
Neonatal:	Birth- 1 Year		M = Meets Standards
Pediatric:	1 – 11 Years	V = Verbal Response	DNM = Does Not Meet Standards
Adolescent:	12 – 17 Years	E = Examination/Written Response	NA = Not Applicable
Adult:	18 – 64 Years		
Geriatric:	65+		

EXPECTED PERFORMANCE LEVEL	Method of Assessment	Demonstrates the minimum knowledge, skills & abilities for the following patient populations (Please ✓)														
		Neonatal			Pediatric			Adolescent			Adult			Geriatric		
		M	D N M	N A	M	D N M	N A	M	D N M	N A	M	D N M	N A	M	D N M	N A
1. Adapts communication skills to interpret response to treatment																
2. Modifies interview techniques to identify physical, psycho- social and education needs																
3. Involves patient/ family/ significant others in decision making related to Respiratory plan of care																
4. Implements appropriate safety precautions																
5. Develops age specific Respiratory plan of care.																
6. Modifies Respiratory interventions based on age specific response to care																
7. Monitors effects of medications administered																

Completed the Age Specific Competency for patient care module/educational update. Y N

Based on assessment, this Respiratory Therapist has been deemed competent to provide care to neonatal, infant, adolescent, adult and geriatric patients. Y N

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PERSONAL DEVELOPMENT PLAN

Strengths/Accomplishments

Skills Improvement/Job Growth

MHG Manager Comments

Employee Comments

Employee Signature: _____ **Date:** ____/____/____

Manager Signature: _____ **Date:** ____/____/____