

RESPIRATORY THERAPY PROGRAM SUPERVISOR

NATURE OF WORK IN THIS CLASS

Employees in this class assist the Chief Respiratory Therapist in planning, directing and coordinating the Respiratory Care Department of Guam Memorial Hospital Authority.

ILLUSTRATIVE EXAMPLES OF WORK *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Assists in planning, directing and coordinating the administrative status of the respiratory therapy department; supervises and coordinates the work of respiratory therapists and other staff engaged in the treatment of patients with cardiopulmonary problems.

Assists in developing short and long range department plans consistent with departmental and organizational policies.

Assists in the implementation and monitoring of department compliance to all local laws and standards on the Joint Commission on Accreditation of Health Care Organizations (JCAHO), Federal Drug Administration (FDA), Health Care Financing Administration (HCFA), Environmental Protection Agency (EPA) and the Occupational Safety and Health Administration (OSHA).

Administers Respiratory Therapy, Cardiac, and Neurology Programs and activities in accordance with established guidelines, policies and procedures.

Evaluates patients' condition, recommends respiratory treatment, administers care, and monitors progress.

Assists in the establishment of departmental policies and procedures.

Plans and conducts in-service education.

Assists in implementing and monitoring of Safety, Infection Control, and Quality Control Standards.

Supervises the maintenance of patient records.

Assists in the maintenance and preparation of professional and administrative records and reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices and techniques of respiratory, cardiac, and neurology care.

Knowledge of the human anatomy and physiology.

Knowledge of the respiratory therapy drugs and their effects on the human body.

Knowledge of diagnostic procedures in cardiac, neurology and preliminary functional laboratory.

Knowledge of the equipment and medication used in the treatment of patients.

Knowledge of the medical laboratory.

Ability to supervise the work of others.

Ability to combine respiratory care with other nursing and medical functions.

Ability to interpret and apply Federal and local laws, regulations, and hospital policies applicable to the operations of the Respiratory Care Department.

Ability to evaluate program effectiveness, initiate and implement changes to enhance effectiveness of the department.

Ability to evaluate and recommend new equipment for use in cardiac, respiratory and neurology.

Ability to work effectively with employees and the public.

Ability to communicate effectively.

Ability to maintain records and prepare complex reports and statistical studies.

Skill in the use and maintenance of equipment, tools and instruments pertinent to the treatment of patients.

MINIMUM EXPERIENCE AND TRAINING

- A. Four (4) years of professional experience as a Registered Respiratory Therapist, and graduation from a recognized college or university with a Bachelor's degree in Respiratory Therapy; or

MINIMUM EXPERIENCE AND TRAINING (Continued)

- B. Six (6) years of professional experience as a Registered Respiratory Therapist, and graduation from a recognized college or university with an Associate's degree in Respiratory Therapy.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a current license as a Registered Respiratory Therapist with the Guam Board of Allied Health Examiners, and possession of a current certificate as a Basic Cardiac Life Support (BCLS) provider from the American Heart Association.

ESTABLISHED: JANUARY 1990

AMENDED: OCTOBER 2002

PAY GRADE: N

HAY EVALUATION:	KNOW HOW:	E12	230
	PROBLEM SOLVING:	E3 (33%)	76
	ACCOUNTABILITY:	E1C	<u>87</u>
			393

This standard revises and supercedes the standard established JANUARY 1990 and amended DECEMBER 1993.



LUIS R. BAZA
Executive Director
Civil Service Commission