

## RUSH UNIVERSITY MEDICAL CENTER

### JOB DESCRIPTION

**TITLE:** Registered Respiratory Therapist 1      **DEPARTMENT:** Respiratory Care Services  
**REPORTS TO:** Clinical Manager      **ACCOUNTING UNIT:** 1010-240-10  
Registered Respiratory Therapist 3      **JOB CLASS NUMBER:** 5531  
**JOB GRADE:** 16  
**FLSA STATUS:** x Hourly

**General Summary:** Provides simple, intermediate, and complex therapeutic and diagnostic procedures on the general care floors and special care units. Improves and maintains patient cardiopulmonary status through the application and administration of various medications, gases, devices, and procedures. Specializes in either adult or pediatric/neonatal specialty care and functions independently in either or both areas. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Principal Duties and Responsibilities May include but is not limited to:**

1. Administers, monitors, and weans mechanical ventilation; makes ventilator recommendations based on clinical and technical assessment, and laboratory values; manages airways
2. Transports patients within RUMC
3. Administers bronchial hygiene and treatment procedures including aerosol therapies, chest physical therapy, and therapeutic gas administration; analyzes gases where applicable; procures and delivers gases using central piping systems and gas cylinders
4. Assesses patients clinically before and after the administration or application of any medication, procedure or device; recommends appropriate therapy including initiation, escalation and discontinuation.
5. Applies CPAP and BiPAP and makes recommendations based on patient compliance, response, and laboratory values
6. Documents work timely, completely, and accurately, including documentation in the patient medical record, documentation in the department records, and patient billing
7. Assesses patient oxygenation, ventilation, and hemodynamic status through clinical observation, patient assessment, physiologic monitoring including oximetry, capnography, ventilator waveform analysis, and cardiac output, ECG, and laboratory values; provides respiratory care interventions within the scope of the Rapid Response Team, performs CPR
8. Performs bedside spirometry including spontaneous breathing parameters, PEFr, and other limited pulmonary function; identifies normal values for patients
9. Provides patient/family education
10. Performs ECGs
11. Performs arterial puncture (Adults) Performs bronchoscopy assist (Adults)
12. Provide clinical precepting of respiratory care students on rotation
13. Demonstrate initiative in optimizing patient care by participating in physician rounds and documenting assessment findings and therapy changes
14. Engagement in the pursuit of excellence; i.e. committee participation, CQI and QA initiatives, abstracts, research, Daily Management System (DMS) projects, or other activities to improve the clinical and work environments
15. Other duties as assigned
16. Transports between RUMC and other hospitals as a member of the neonatal transport team (Neo/Peds)
17. Attends high risk deliveries and provides appropriate respiratory support (Neo/Peds)
18. Demonstrate professionalism by belonging to the AARC/ISRC and/or pursuing education to advance ones skills

**Requirements, Skills and Abilities:**

**Requirements:**

- Registered Respiratory Therapist
- Illinois Respiratory Care Practitioner license
- All RTs must pass departmental competencies
- BLS Healthcare Provider (CPR) certification prior to start date
- ACLS (Adult) within first 90 days from Start Date
- PALS (Neo/Peds) prior to start date
- NRP within first 90 days from Start Date (Neo/Peds)

**Skills:**

- Technical skills are required to adapt equipment and procedures to patient needs
- Analytical skills are required to evaluate patients and their clinical response to therapy
- Customer service skills are required to effectively meet the needs of patients, families, and members of the healthcare team

**Abilities:**

- Standing, walking, pushing, and bending for 75% of the day
- Ability to lift 20 pounds in order to handle cylinders
- Ability to be highly adaptable to respond to changing workloads and priorities

**Disclaimer:**

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

**Date Created:** 5.31.12

**Date Reviewed/Revised:** 12.03.19

## RUSH UNIVERSITY MEDICAL CENTER

### JOB DESCRIPTION

**TITLE:** Registered Respiratory Therapist 2      **DEPARTMENT:** Respiratory Care Services  
**REPORTS TO:** Clinical Manager      **ACCOUNTING UNIT:** 1010-240-10  
Registered Respiratory Therapist 3      **JOB CLASS NUMBER:** 5532  
**JOB GRADE:** 17  
**FLSA STATUS:** x Hourly

**General Summary:** Provides simple, intermediate, and complex therapeutic and diagnostic procedures on the general care floors and special care units. Improves and maintains patient cardiopulmonary status through the application and administration of various medications, gases, devices, and procedures. Functions as a clinical specialist within one of three specialty areas: neonatal/pediatrics or adult critical care. Orient new employees and precept students. Provides charge therapist duties and serves as a team leader in the critical care units to coordinate rounds and work with staff to ensure quality and patient safety. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

#### **Principal Duties and Responsibilities. May include but is not limited to:**

1. Provides charge therapist duties as defined by the House Coverage Checklist
2. Precepts new employees and provides feedback to leadership team during orientation
3. Provide clinical precepting of respiratory care students on rotation and provide feedback to leadership team
4. Initiates, monitors, and weans mechanical ventilation; makes parameter recommendations based on clinical assessment, technical assessment, and laboratory values; manages airways
5. Performs bedside spirometry including spontaneous breathing parameters, PEFr, and other limited pulmonary function; identifies normal values for patients
6. Administers bronchial hygiene and treatment procedures including aerosol therapies, chest physical therapy, and therapeutic gas administration; analyzes gases where applicable; procures and delivers gases using central piping systems and gas cylinders
7. Assesses patients clinically before and after the administration or application of any medication, procedure, or device; recommends appropriate therapy including initial therapy, changes in therapy, and discontinuance of therapy
8. Transports patients within RUMC
9. Applies CPAP and BiPAP and makes recommendations based on patient compliance, response, and laboratory values
10. Performs advance competencies in assigned areas;
11. Documents work timely, completely, and accurately, including documentation in the patient medical record, documentation in the department records, and patient billing
12. Assesses patient oxygenation, ventilation, and hemodynamic status through clinical observation, patient assessment, physiologic monitoring including oximetry, capnography, ventilator waveform analysis, and cardiac output, ECG, and laboratory values
13. Participate in physician rounds and documenting assessment findings and therapy changes
14. Provides patient/family education
15. Performs bronchoscopy assist (Adults)
16. Assist in completing staff orientation competencies
17. Engagement in the pursuit of excellence; i.e. committee participation, CQI and QA initiatives, abstracts, research, Daily Management System (DMS) projects, or other activities to improve the clinical and work environments
18. Demonstrate professionalism by belonging to the AARC / ISRC and/or pursuing education to advance ones skills
19. Serve on RCS department committees as assigned
20. Lead portions of DMS boards Neo/Peds RTs

21. Neo/Peds RTs transports between RUMC and other hospitals as a member of the neonatal transport team
22. Attends high risk deliveries and provides ventilator support
23. Performs advanced competencies in assigned areas; such as, high frequency ventilation, airway pressure release ventilation, proportional assist ventilation, heliox therapy, inhaled nitric oxide, and patient transports
24. Other duties as assigned

**Requirements, Experience, Skills and Abilities:**

**Requirements:**

- All requirements for RT1 plus the following:
  - Bachelor degree
- NBRC Adult Critical Care Specialty (ACCS) credential (Adults)
- Neonatal Pediatric Specialty (NPS) credential
- RT2 must pass annual competency without remediation

**Experience:**

- At least six months experience in RUMC Respiratory Care Services preferred.

**Skills:**

- Technical skills are required to adapt equipment and procedures to patient needs
- Analytical skills are required to evaluate patients and their clinical response to therapy
- Customer service skills are required to effectively meet the needs of patients, families, and members of the healthcare team
- Above average interpersonal skills are required to provide direction to other staff
- Excellent communication skills are required for precepting and communication with colleagues

**Abilities:**

- Standing, walking, pushing, and bending for 75% of the day
- Ability to lift 20 pounds to move gas cylinders
- A high level of patience must be exhibited as people learn at different speeds
- Must be highly adaptable to respond to changing workloads and priorities

**Disclaimer:**

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements

**Date Created:** 5.31.12

**Date Revised:** 12.03.19

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## RUSH UNIVERSITY MEDICAL CENTER

### JOB DESCRIPTION

**TITLE:** Registered Respiratory Therapist 3      **DEPARTMENT:** Respiratory Care Services  
**REPORTS TO:** Clinical Manager      **ACCOUNTING UNIT:** 1010-240-10  
**JOB CLASS NUMBER:** 5533  
**JOB GRADE:** 18  
**FLSA STATUS:** x Hourly

**General Summary:** Provides simple, intermediate, and complex therapeutic and diagnostic procedures on the general care floors and special care units. Improves and maintains patient cardiopulmonary status through the application and administration of various medications, gases, devices, and procedures. Functions as a clinical specialist within one of three specialty areas: neonatal/pediatrics OR adult critical Orient new employees and precept students. Provides leadership, charge therapist duties, and serves as a team leader to optimize patient care and work with all staff to ensure quality and patient safety. Provides training to increase staff's skills and competencies. Ensures communication between staff, physicians, and nursing. Assist with protocol or guideline development, implementation, and compliance. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Principal Duties and Responsibilities. May include but is not limited to:**

1. Provides charge therapist duties as defined by the House Coverage Checklist.
2. Provides patient care in assigned areas on a routine basis.
3. Precepts new employees and provides feedback to leadership team during orientation.
4. Provides clinical precepting of respiratory care students on rotation and provides feedback to leadership team.
5. Instructs practitioners in policy, procedures, equipment, theory, new techniques, and department competencies; instructs other healthcare workers.
6. Assist with protocol or guideline development, implementation, and compliance.
7. Provide leadership in assigned areas to ensure compliance with protocols and guidelines and communication between staff, physicians, and nursing.
8. Assists with policy and procedure updates and development..
9. Performs advance competencies
10. Documents work timely, completely, and accurately, including documentation in the patient medical record, documentation in the department records, and patient billing.
11. Assesses patient oxygenation, ventilation, and hemodynamic status through clinical observation, patient assessment, physiologic monitoring including oximetry, capnography, ventilator waveform analysis, and cardiac output, ECG, and laboratory values.
12. Demonstrate initiative in optimizing patient care by participating in physician rounds and documenting assessment findings and therapy changes.
13. Provides patient/family education.
14. Performs bronchoscopy assist (Adults).
15. Assists in completing annual staff competencies.
16. Conducts assigned staff performance evaluations in a timely manner.
17. Participates in CQI and QA initiatives including work audits and committee participation.
18. Engagement in the pursuit of excellence; i.e. committee participation, CQI and QA initiatives, abstracts, research, Daily Management System (DMS) projects, or other activities to improve the clinical and work environments
19. Provides clinical supervision of respiratory care students on rotation.
20. Provides input on staff performance to department management
21. Leads committees as assigned; chair one department committee and/or serve on a hospital committee.
22. Actively engaged in improving Employee Engagement.

23. Coordinate research activities as assigned.
24. Demonstrate professionalism by belonging to the AARC / ISRC and continuing education in management, research, or education.
25. Publish in a professional journal and/or lecture at a professional meeting.

**Requirements, Experience, Skills and Abilities:**

Requirements:

- All requirements for RT2 plus the following:
  - Master's degree.
- NBRC Adult Critical Care Specialty (ACCS) credential (Adults).
- Neonatal Pediatric Specialty (NPS)
- RT3 must participate in the development and execution of annual staff competencies

Experience:

- At least one year experience in RUMC Respiratory Care Services preferred
- Previous experience with research desired.

Skills:

- Technical skills are required to adapt equipment and procedures to patient needs.
- Analytical skills are required to evaluate patients and their clinical response to therapy.
- Customer service skills are required to effectively meet the needs of patients, families, and members of the healthcare team
- Above average interpersonal skills are required to provide direction to other staff.
- Excellent communication skills are required for teaching and collaboration with other colleagues.

Abilities:

- Standing, walking, pushing, and bending for 75% of the day.
- This Therapist 3 must be able to lift 20 pounds to move gas cylinders.
- A high level of patience must be exhibited as people learn at different speeds.
- Must be highly adaptable to respond to changing workloads and priorities.

**Disclaimer:**

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

**Date Reviewed:** 05.31.12

**Date Revised:** 12.3.19

## RUSH UNIVERSITY MEDICAL CENTER

### JOB DESCRIPTION

**TITLE:** Respiratory Clinical Manager      **DEPARTMENT:** Respiratory Care Services  
**REPORTS TO:** Director of Respiratory Care      **COST CENTER:** 08636  
**JOB CLASS NUMBER:** 5527  
**JOB GRADE:** 14 (revised 6/08)  
**FLSA STATUS:** Salary

**General Summary:** Plans, organizes, directs, coordinates, and controls the activities of one of four sections within the Respiratory Care Services Department and the Pulmonary Laboratory. The Adult Clinical Manager is responsible for Respiratory Care operations for the general medical/surgical and adult critical care units. The Neonatal/Pediatric Clinical Manager is responsible for Respiratory Care operations for the pediatric units, and the pediatric and neonatal critical care units. The Diagnostics Clinical Manager is responsible for Respiratory Care operations for the Pulmonary Lab and the Bronchoscopy service. The ROPH Clinical Manager is responsible for all Respiratory Care operations occurring on the Rush Oak Park campus. All Clinical Manager positions have 24/7 responsibilities and provide supervision of the Pulmonary Function Technologists, Respiratory Care Practitioners, and Respiratory Service Technicians including scheduling, staff assignments, adjustment of staff levels, and daily operations. Responsible for selection, maintenance, and quality assurance of equipment, procedures, and supplies. Monitors expenses and revenues. Monitors the care that is provided by staff. Acts as a liaison between Respiratory Care and other departments, patients, families, and medical staff. Exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures.

#### **Principal Duties and Responsibilities:**

1. Determines what, why, where, by whom, when, and how things should be done.
2. Structures the framework within which things get done and determines how best to commit available resources.
3. Assigns resources to accomplish tasks; motivates the workforce to complete duties effectively and efficiently.
4. Coordinates the activities of the department by prioritizing and integrating tasks in effective sequences.
5. Follows-up to assure that tasks are completed and initiates corrective action to achieve outcomes.
6. Assures department staff complies with hospital and department policies, procedures, and rules.
7. Assures employees are properly orientated and required competencies are complete and timely.
8. Directs, monitors, and evaluates clinical and operational aspects of the lab.
9. Facilitates efficient and cost effective patient care based on individual patient needs.
10. Assures compliance with regulatory agencies.
11. Serves as a patient care consultant; assures maintenance of current clinical practice standards; develops and revises policies and procedures; benchmarks to ATS, AARC, and CAP; functions as a lead, charge, or staff Respiratory Therapist or Pulmonary Function Technologist as applicable and required.
12. Initiates CQI/QA activities; monitors QI via audits and other techniques, develops corrective action plans, maintains accountability for the quality of services provided; collaborates with Respiratory Care Services, Pulmonary Lab, medical staff, nursing, and other clinical and non-clinical departments in the evaluation and improvement of patient care.
13. Monitors billing, coding, expenses, and revenues as applicable to the department or section; in conjunction with department director, prepares annual budgets.
14. Systematically monitors and evaluates clinical and administrative issues; promotes interdisciplinary cooperation.
15. Develops staff schedule; assigns employee work, assures acceptable productivity of employees through the use of productivity measurement tools, adjusts workloads, staffing assignments, and staffing levels based on patient acuity, productivity analysis, and workload measurement.
16. Counsels and disciplines employees; makes recommendations regarding advancement, demotion and termination. Interviews applicants and makes hiring recommendations; conducts trial period evaluations and annual employee evaluations; develops employees through job performance assessment, counseling, and objective setting; helps employees achieve medical center goals and personal goals; mentors staff who express a desire for increased responsibility and/or exhibit management potential.
17. Monitors supply and equipment use; makes recommendations for supply and equipment purchases.

18. Develops self and employees; facilitates teamwork; encourages decision making at the staff level; pursues and facilitates educational opportunities.
19. Projects professionalism through actions; leads department by example; holds staff accountable for their behavior relative to department and medical center standards of conduct.
20. Coordinates the lab processes and procedures associated with research projects.
21. Develops customer service strategies; provides exemplary customer service; leads department by example; holds staff accountable for employee and customer relations.
22. Assures that work is documented timely, completely, and accurately, including documentation in the medical record, documentation in the patient medical record, documentation in department records, and patient billing.

**Knowledge, Skills and Abilities:**

**Knowledge:** For the Diagnostics Section - five years of clinical experience with significant pulmonary function background and supervisory experience. Registered Respiratory Therapist (RRT) and Registered Pulmonary Function Technologist (RPFT).

For the Adult Section – five years of clinical experience with significant adult critical care background and supervisory experience. Registered Respiratory Therapist (RRT) and BLS and ACLS certified.

For the Neonatal/Pediatric Section – five years of clinical experience with significant perinatal-pediatric background and supervisory experience. Registered Respiratory Therapist (RRT), Neonatal Pediatric Specialty (NPS) credential, and PALS and NRP certified.

For the ROPH Section – five years of management experience, not limited to Respiratory Therapy. Clinical expertise in Respiratory Therapy as evidenced by advanced degree in Respiratory Therapy, Level III provider (or equivalent if not within Rush system) or existing academic appointment.

All four sections require an Illinois Respiratory Care Practitioner license. Master degree is required. Intermediate human resources management skills as evidenced through prior supervisory training and experience.

**Skills:** Excellent interpersonal and verbal/written communication skills needed to maintain constructive working relationships within the department. Technical skills are required to adapt equipment to patient needs and troubleshoot equipment. Analytical skills are required to effectively meet the needs of patients, families, and members of the healthcare team on a regular basis. Intermediate desktop computer skills required to communicate electronically, work with word processing and spreadsheet applications, clinical information management systems, and system design.

**Abilities:** Standing, walking, pushing, and bending for 50% of the day. Must be highly adaptable to respond to changing workloads and priorities. A high level of patience and empathy is required for personnel management. Must be highly adaptable to change and be able to support and carry out change initiatives. Must be able to manage multiple tasks simultaneously.

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**Date Reviewed:** 3/03 New, 11/04, 11/05, 2/06, 6/08, 6/09, 8/11, 2/15

**Date Revised:** 2/06, 6/08, 6/12, 2/15



RT 3	RT 2	RT 1
<p><b>General Summary:</b> Provides simple, intermediate, and complex therapeutic and diagnostic procedures on the general care floors and special care units. Functions as a clinical specialist within one of three specialty areas: neonatal/pediatrics, adult critical care, or pulmonary function testing. Orient new employees and precept students. Provides leadership in assigned areas to optimize patient care and work with all staff to ensure quality and patient safety. Provides training to increase staff's skills and competencies. Ensures communication between staff, physicians, and nursing. Assist with protocol or guideline development, implementation, and compliance. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.</p> <p><b>Principal Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Provides charge therapist duties; assigns/reassigns workload for staff, updates department information management systems during the shift, prepares workload assignments for the next shift.</li> <li>Provides patient care in assigned areas on a routine basis.</li> <li>Precepts employees during new employee orientation and during orientation to a specialty care unit.</li> <li>Instructs practitioners in policy, procedures, equipment, theory, new</li> </ul>	<p><b>General Summary:</b> Provides simple, intermediate, and complex therapeutic and diagnostic procedures on the general care floors and special care units. Functions as a clinical specialist within one of three specialty areas: neonatal/pediatrics, adult critical care, or pulmonary function testing. Orient new employees and precept students. Provides charge therapist duties and serves as a team leader in the critical care units to coordinate rounds and work with staff to ensure quality and patient safety. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.</p> <p><b>Principal Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Provides charge therapist duties as assigned; assigns/reassigns workload for staff, updates department information management systems during the shift, prepares workload assignments for the next shift.</li> <li>Precepts employees during new employee orientation and during orientation to a specialty care unit.</li> <li>Performs advance competencies in assigned areas; such as, high frequency ventilation, airway pressure release ventilation, proportional assist ventilation, heliox therapy, inhaled nitric oxide, and patient transports.</li> <li>Demonstrate initiative in</li> </ul>	<p><b>General Summary:</b> Provides simple, intermediate, and complex therapeutic and diagnostic procedures on the general care floors and special care units. Improves and maintains patient cardiopulmonary status through the application and administration of various medications, gases, devices, and procedures. They function independently in assigned areas. Specializes in either adult or pediatric/neonatal specialty care and functions independently in either or both areas. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.</p> <p><b>Principal Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Administers, monitors, and weans mechanical ventilation; makes ventilator recommendations based on clinical assessment, technical assessment, and laboratory values; manages airways.</li> <li>Transports patients between Rush and other hospitals as a member of the neonatal transport team.</li> <li>Attends high risk deliveries and provides ventilatory support.</li> <li>Administers bronchial hygiene and treatment procedures including aerosol therapies, chest physical therapy, and therapeutic gas administration; analyzes gases where applicable;</li> </ul>

techniques, and department competencies; instructs other healthcare workers.

Assist with protocol or guideline development, implementation, and compliance.

Provide leadership in assigned areas to ensure compliance with protocols and guidelines and communication between staff, physicians, and nursing.

Assists with policy and procedure updates and development..

Performs advance competencies in assigned areas; such as, high frequency ventilation, airway pressure release ventilation, proportional assist ventilation, heliox therapy, inhaled nitric oxide, and patient transports.

Demonstrate initiative in optimizing patient care by participating in physician rounds and documenting assessment findings and therapy changes.

Assists in completing staff competencies.

Conducts assigned staff performance evaluations in a timely manner.

Participates in CQI and QA initiatives including work audits and committee participation.

Provides clinical supervision of respiratory care students on rotation.

Leads committees as assigned;

optimizing patient care by participating in physician rounds and documenting assessment findings and therapy changes

Assist in completing staff competencies.

Provides input on staff performance to department management.

Participates in CQI and QA initiatives including work audits and committee participation.

Provides clinical supervision of respiratory care students on rotation.

Serve on RT department committees as assigned.

procures and delivers gases using central piping systems and gas cylinders.

Assesses patients clinically before and after the administration or application of any medication, procedure or device; recommends appropriate therapy including initial therapy, changes in therapy, and discontinuance of therapy.

Applies CPAP and BIPAP and makes recommendations based on patient compliance, response, and laboratory values.

Documents work timely, completely, and accurately, including documentation in the patient medical record, documentation in the department records, and patient billing.

Assesses patient oxygenation, ventilation, and hemodynamic status through clinical observation, patient assessment, physiologic monitoring including oximetry, capnography, ventilator waveform analysis, and cardiac output, ECG, and laboratory values; provides respiratory care interventions within the scope of the Rapid Response Team, performs CPR.

Performs bedside spirometry including spontaneous breathing parameters, PEFR, and other limited pulmonary function; identifies normal values for patients.

<p>chair one department committee and/or serve on a hospital committee</p>		<p>Provides patient/family education.</p> <p>Performs ECGs and arterial puncture.</p> <p>Performs bronchoscopy assist.</p> <p>Provides clinical supervision of respiratory care students on rotation.</p> <p>Demonstrate initiative in optimizing patient care by participating in physician rounds and documenting assessment findings and therapy changes</p> <p>Participates in CQI and QA initiatives including work audits and committee participation.</p> <p>Other duties as assigned.</p>
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