

# EMPLOYEE POSITION DESCRIPTION

**POSITION TITLE:** Respiratory Therapist

**DEPARTMENT:** Home Care Products

**GENERAL DESCRIPTION:**

Performs customer service functions associated with the sale, rental, and delivery of home care products. Primarily dispenses and completes follow up on Respiratory Equipment such as: Apnea Monitors, Ventilators, Bi-Paps, C-Paps, Oxygen, etc. Assists in the promotion of HME services and products.

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**MINIMUM QUALIFICATIONS:**

- A. **TRAINING & EXPERIENCE:** This person must have above average communication and prioritizing skills. Prior experience in a home care setting required. Registered, Registry eligible or equivalent training and experience Respiratory Therapist.
- B. **KNOWLEDGE, ABILITIES & SKILLS:** Requires above average organizational skills. Proficient verbal skills are essential as communicating with clients, families, physicians, nurses and other team members and the public is frequent. A high degree of skill in human relations with the ability to deal constructively on a one-to-one basis with clients, families, physicians, nurses other hospital personnel and the public. Clerical skills are necessary to complete activities associated with daily operations. The Respiratory Therapist must develop a thorough knowledge of all home medical equipment, with and emphasis on Respiratory equipment. In addition it is necessary to have knowledge regarding Medicare regulations and other insurance guidelines and regulations. Tact, good judgment, verbal ability and a positive attitude are very important attributes when dealing with clients, families, physicians, nurses, and all referral sources.
- C. **LICENSES, REGISTRATIONS AND CERTIFICATIONS:** Registered or Registry eligible Respiratory Therapist. CRTT or RRT. Must be licensed in \_\_\_\_\_.

**JOB RELATIONSHIPS:**

- A. **RESPONSIBLE TO:**
- B. **WORKERS SUPERVISED:** None
- C. **INTER-RELATIONSHIPS:** All members of the health care team, patients, and families

## **WORKING CONDITIONS:**

- May be exposed to infections and contagious diseases
- Potential exposure to the risk of blood borne pathogens - Category I
- Subject to electrical and radiant energy hazards
- Exposed to housekeeping/cleaning agents/chemicals
- Occasional exposure to unpleasant patient or unit elements
- Contact with patients under wide variety of circumstances
- Exposed to unpleasant elements (accidents, injuries and illness)
- Handles emergency or crisis situations
- Exposed to hot or noisy equipment
- Exposed to hot and humid work environment
- Occasionally subjected to irregular hours
- Occasional pressure due to multiple calls and inquiries
- Works in a smoke-free environment
- Continuous exposure to video display terminal

## **PHYSICAL DEMANDS:**

- Extremely heavy physical effort (lift/carry 50 lbs or more)
- Frequent prolonged standing/walking
- Lifts supplies/equipment
- Manual dexterity and mobility
- Considerable reaching, stooping, bending, kneeling, crouching
- Requires far acuity: ability to see clearly at 20 feet or more
- Requires near acuity: ability to see clearly at 20 inches or less

## **PATIENT POPULATIONS SERVED:**

- Neonate
- Pediatric
- Adolescent
- Adult
- Geriatric

## **JOB DUTIES:**

### **RESPONSIBILITIES/TASKS:**

- I. **TECHNICAL/ADMINISTRATIVE/CLINICAL:** Demonstrates competence in the skills, (processes, procedures, and equipment) necessary to carry out assigned duties as identified below. Demonstrated competence in recognizing and responding to patients physical, mental, emotional and developmental needs should be evaluated in relation to the patient populations served as appropriate for each responsibility.
  - A. Performs duties associated with dispensing Home Medical Equipment, primarily Respiratory Equipment for \_\_\_\_\_.
  1. Coordinates delivery of and instructs clients on the use of Home Medical Equipment, primarily Respiratory Equipment. . Evaluates clients' medical requirements and places appropriate equipment to meet the client's needs at home. Discusses Medicare and Insurance

requirements and coverage with client's families, physicians and other parties concerned.

2. Obtains verbal orders from physicians and verifies insurance coverage and prior authorizations for equipment and supplies. Obtains and completes initial paperwork, enters client insurance, medical and demographic information and charges into computer system.
- B. Implements any change in course of treatment prescribed by client's physician. Problem solve/Troubleshoot with client's and care givers who are experiencing problems.
1. Initiates, schedules and completes follow-up phone calls, assessments and home visits for Apnea Monitors, Ventilators, PCG's, Bi-Paps, C-Paps and other respiratory equipment as necessary. Assesses clients' tolerance, compliance and satisfaction regarding equipment in use as necessary. Documents findings.
  2. Acts as a liaison between \_\_\_\_\_, Care Givers, Physicians and Home Care Nursing Providers. Completes follow up reports when required.
  3. Responsive to after-hours emergencies and deliveries of equipment and supplies. On Call.
  4. Assists in the development of policies and procedures, especially those relating to Respiratory Equipment.
- C. Assists in the promotion of HME services and products.
- D. Promotes HME service and products to referral sources.
- E. Actively pursues new opportunities for referral and revenue growth.
- F. Performs duties associated with West Campus Operations:
1. Maintains adequate levels of inventory of equipment and supplies for the west campus Home Care Products storeroom. Initiates order process of equipment and supplies.

## **II. DEMONSTRATION OF VALUES**

- A. Excellence
1. Performs work with a standard of high quality which adheres to business, professional and social ethics.
  2. Assumes responsibility for the safety of all patients, visitors, employees and responds appropriately to emergency situations.
  3. Exhibits knowledge and behavior of quality improvement processes.
  4. Supports all company policies and procedures.

## B. Flexibility

1. Fosters open communication through clear expression and receptive listening.
2. Demonstrates sensitivity and insight regarding the perceptions and reactions of others.
3. Stimulates and facilitates change.
4. Supports change once decisions are made.
5. Performs other duties consistent with position and qualifications.

## D. Integrity

1. Projects an image that demonstrates respect and compassion to others, both verbally and non-verbally.
2. Initiates friendly greetings, responds with a smile and needed assistance.
3. Offers no breach of confidentiality regarding patient/Health System/employee information.
4. Refrains from participation in rumors or gossip.
5. Deals with others in an open and honest manner, fostering a climate of mutual trust and respect.
6. Follows through on commitments to others.

## E. Responsiveness

1. Positively contributes to group or committee activities for the mutual benefit of those involved, the Health System and the community.
2. Actively seeks new opportunities to gain experience, expand horizons and develop proficiencies.
3. Responds appropriately and in a timely manner to the requests of patients, families, physicians, peers and others.

## F. Service

1. Evaluates and improves services to ensure they are consumer oriented and provides a positive, values based environment.
2. Sees others as customers and demonstrates a sincere interest and desire to achieve total customer satisfaction.
3. Takes ownership. Responds to our customers even when it is "not your job".

4. Demonstrates initiative in constructive use of time. Completes tasks and assignments in a timely manner.

G. Teamwork

1. Works harmoniously with others.
2. Collaborates with others to achieve company goals.
3. Able to act independently when necessary.
4. Participates constructively in group and team processes.
5. Supports and encourages the efforts of others in group and team processes.
6. Addresses concerns or conflict situations with others in a constructive and positive manner.

**III. PERSONAL/PROFESSIONAL COMMITMENT**

- A. Attends all mandatory in-services and SET Day.
- B. Assumes responsibility for personal growth and development. Pursues opportunities for personal enrichment.
- C. Utilizes supplies and resources of the organization in a cost effective manner.
- D. Maintains commitment to working scheduled hours.

This position description was developed to enhance the communication of job and performance expectations between the employee and the department manager/director and/or vice-president and should not be considered a contractual agreement or an all-inclusive list of responsibilities, duties and skills required. The specifications, responsibilities and activities will be reviewed on a regular basis for modification or change, and may be initiated as needed.

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