UW HEALTH JOB DESCRIPTION

Pulmonary Function Technologist

Job Code: 520007  |  FLSA Status: Exempt  |  Mgt. Approval: K. Ostrander  |  Date: 10-18
Department: Pulmonary Function 35110  |  HR Approval: J. Tokarski  |  Date: 10-18

JOB SUMMARY

The Pulmonary Function Technologist is a professional staff position for the assessment and monitoring of cardiopulmonary function. The Pulmonary Function Technologist may be experienced or entry-level. He/she will work under the supervision of the lab manager and/or (or designee). After training and orientation, the incumbent will perform routine testing (spirometry, lung volumes and diffusion on inpatients and outpatients (pediatrics to geriatrics), as well as research subjects, referred for testing. As experience and proficiency develops, the incumbent will be expected to learn advanced testing procedures, monitor and implement changes in care or practice, and recommend methods to improve service quality.

The incumbent will administer, under medical direction, beta-agonists medication as well as bronchoconstrictive agents to patients, in order to assess pulmonary response. The incumbent regularly performs percutaneous collection for arterial blood specimens and consults with physicians about therapeutic strategies and appropriateness of requested procedures.

The Pulmonary Function Technologist must effectively communicate with patients to elicit appropriate responses in order to derive meaningful cardiopulmonary data. He/she regularly incorporates multiple problem-solving strategies to obtain and report reliable patient data and educates physicians, so they may develop optimal and cost-effective medical treatment strategies. The Pulmonary Function Technologist also participates in research activities. The incumbent provides elementary education to patients and family members, physicians and other health care professionals. He/she must establish and maintain effective working relationships and good customer service skills while complying with the organizational mission of UW Health.

MAJOR RESPONSIBILITIES

The incumbent performs the following job responsibilities when working in the Pulmonary Function Lab:

I. Perform spirometry, lung volumes, diffusion capacity, respiratory muscle forces and impulse oscillometry using the Jaeger PFT systems. Additionally:
   A. Equipment calibration and set up.
   B. Evaluate response to bronchodilators
   C. Perform 6MWT / Field testing and oximetry testing.
   D. Assist with exercise testing.
   E. Perform arterial punctures.
   F. Perform exhaled breath testing (FENO, BH2)
   G. Assist with HAST, Cold Air and Shunt Studies

II. Become proficient with Health Link EMR / EPIC software including:
   A. Scheduling, linking orders, check in/out.
   B. Billing
   C. Data QA

III. Follow precautions to ensure patient safety by having a strong working knowledge of:
   A. Infectious disease / cross contamination
   B. Pathophysiology
   C. Basic emergency care (BLS)

Performance Measures:

1. Annually demonstrate competency for procedures determined by UWHC and Pulmonary Lab / Respiratory Care Services such as:
   - Basic life support.
   - Hospital safety procedures.
   - Hospital infection control policies and procedures.
   - Pulmonary Lab specific competencies

2. Demonstrate the basic knowledge and skills to work in all areas of the Pulmonary Lab to include:
   - Adult
   - Geriatric
   - Pediatric
   - Adolescence

3. Keep up to date with departmental education opportunities to include information sheets, fact sheets, minutes, in-services, policies and procedures, etc.
4. Comply with standard of having T.B. tests annually.
5. Maintain the basic skills necessary to carry out position responsibilities.
6. Follow departmental guidelines and immediately inform the technologist/therapist in the lab of any changes in the patient's respiratory status such as:
   • Any adverse reaction to therapy.
   • Patients that refuse or are not available for therapy.
   • Oxygen saturation below 90%
   • Acute changes in the patient’s status.
7. Accept daily work as assigned.
8. Attend team meeting or read the minutes.
9. Demonstrate accurate and complete charting regarding the patient care that was provided.
10. Provide excellent customer service.
11. Perform quality work contributing to quality patient care.
12. Develop goals for professional growth and strive to achieve these goals.
13. Demonstrate a self-directed work effort.
14. Act in a courteous, sincere, and sensitive manner to patients, visitors and staff.
15. Present a positive image of themselves, the department, and hospital in all personal and telephone interactions.
16. Demonstrate a positive and caring attitude in all interactions with patients, visitors, and staff.
17. Demonstrate a patient, tolerant manner and accepts diversity.
18. Identify problems and communicate them to the appropriate departmental representative.
19. Work in a group to diagnose problems, implement plans, and evaluate/communicate the results.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

<table>
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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Successful completion of a two-year COARC accredited School for Respiratory Care.</th>
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<tbody>
<tr>
<td></td>
<td>Preferred</td>
<td>Bachelor or Master’s Degree in Respiratory Therapy</td>
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<tr>
<th>Work Experience</th>
<th>Minimum</th>
<th>Experience performing spirometry</th>
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<tr>
<td>Preferred</td>
<td></td>
<td>Experience performing pulmonary function testing beyond spirometry</td>
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<tr>
<th>Licenses &amp; Certifications</th>
<th>Minimum</th>
<th>Wisconsin Licensed Respiratory Care Practitioner Certified Respiratory Therapist (CRT).</th>
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<tr>
<td></td>
<td></td>
<td>NBRC RRT and RPFT credential. These must be obtained within one year of hire date.</td>
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<tr>
<td>Preferred</td>
<td></td>
<td>CPR certification</td>
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| Required Skills, Knowledge, and Abilities | • Excellent verbal and written communication skills. |
|                                          | • Ability to work in a team environment and collaborate with a variety of professionals. |

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

- Infants (Birth – 11 months) [x]
- Toddlers (1 – 3 years) [x]
- Preschool (4 – 5 years) [x]
- School Age (6 – 12 years) [x]
- Adolescent (13 – 19 years) [x]
- Young Adult (20 – 40 years) [x]
- Middle Adult (41 – 65 years) [x]
- Older Adult (Over 65 years) [x]

### JOB FUNCTIONS

Review the employee’s job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

<table>
<thead>
<tr>
<th>Physical Demand Level</th>
<th>Occasional</th>
<th>Frequent</th>
<th>Constant</th>
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<tbody>
<tr>
<td></td>
<td>Up to 33% of the time</td>
<td>34%-66% of the time</td>
<td>67%-100% of the time</td>
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<tr>
<th>Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.</th>
<th>Up to 10#</th>
<th>Negligible</th>
<th>Negligible</th>
</tr>
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<tbody>
<tr>
<td><strong>Light:</strong> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.</td>
<td>Up to 20#</td>
<td>Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls</td>
<td>Negligible or constant push/pull of items of negligible weight</td>
</tr>
<tr>
<td><strong>Medium:</strong> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.</td>
<td>20-50#</td>
<td>10-25#</td>
<td>Negligible-10#</td>
</tr>
<tr>
<td><strong>Heavy:</strong> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.</td>
<td>50-100#</td>
<td>25-50#</td>
<td>10-20#</td>
</tr>
<tr>
<td><strong>Very Heavy:</strong> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.</td>
<td>Over 100#</td>
<td>Over 50#</td>
<td>Over 20#</td>
</tr>
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List any other physical requirements or bona fide occupational qualifications:

**Note:** The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.