

UW HEALTH JOB DESCRIPTION

Respiratory Therapy Assistant

Job Code: 520003	FLSA Status: Non Exempt	Mgt. Approval:	Date:
Department : Respiratory Therapy/35010	HR Approval:	Date:	

JOB SUMMARY

The UW Health Respiratory Therapist Assistant is responsible for performing multiple duties that require an expertise in the assembly, transport, disinfection, calibration and troubleshooting of respiratory related equipment. The Respiratory Therapy Assistant works under the direction of a Respiratory Therapist. The Respiratory Therapy Assistant is responsible for maintaining an appropriate level of equipment in the various respiratory work areas and assisting the Respiratory Therapists and physicians with various procedures and tasks, as directed. Respiratory Therapy Assistants that have demonstrated proficiency in respiratory equipment handling may be trained to assemble, troubleshoot and assist with bedside bronchoscopy services. The position may assist in training new Respiratory Therapy Assistants or Student Respiratory Therapists on routine therapy assistant functions.

MAJOR RESPONSIBILITIES

- A. Set-up, maintain and clean various types of respiratory care equipment in order to provide safe patient care
 - 1. Maintain supply of transport oxygen within the CSC and AFCH.
 - 2. Maintain the supply of oxygen cylinders on all inpatient units, emergency department, and clinic areas.
 - 3. Perform routine assembly, maintenance and cleaning of various types of Respiratory Care Equipment.
 - 4. Disinfect equipment prior to calibration and assembly.
 - 5. Transport dirty equipment to RT reprocessing area using appropriate infection control techniques.
 - 6. Appropriately handles and uses cleaning and disinfecting solutions and equipment.
 - 7. Demonstrates appropriate use of personal protective equipment
 - 8. Reports equipment malfunctions to the Respiratory Equipment Coordinator
 - 9. Recognize own needs for personal development and continuing professional growth.
 - 10. Recognizes the need for continued growth by attending staff development programs and workshops.
 - 11. Attends and participates in staff meetings.
 - 12. Completes required annual inservice and training programs including safety and infection control and CPR
 - 13. Transport equipment between in-patient units and procedure areas as directed by a Respiratory Therapist.
 - 14. Perform routine cleaning and maintenance of RT equipment bins and cupboards.
 - 15. Maintain appropriate levels of equipment in the various respiratory care work areas on a daily basis.
 - 16. Obtain needed equipment for Respiratory Care Practitioner when requested.
 - 17. On a monthly basis check all oxygen cylinders on in-patient units and outpatient clinics crash carts and replace them when needed.

- B. Inspect equipment for correct assembly, assure all parts are in proper working order, and perform preventative maintenance according to established protocols.

- C. Check equipment to ensure appropriate function.

- D. Calibrate equipment to department or manufactures specifications.

- E. Perform electrical safety inspection according to department and hospital policies and procedures.

- F. Document all inspections, safety checks, repairs, calibrations problems, etc. in the appropriate database

- G. Perform routine calibration of equipment used in the patient care areas to include but not limited to portable Spirometers, and arterial blood gas analyzers.

- H. Recognize own needs for personal development and continuing professional growth.
 - 1. Recognizes the need for continued growth by attending staff development programs and workshops.
 - 2. Attends and participates in staff meetings.

- I. Completes required annual inservice and training programs eg. Safety and infection control, CPR

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

JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent
	Preferred	
Work Experience	Minimum	

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	Preferred	Previous experience with assembly and cleaning of respiratory care equipment preferred.
Licenses & Certifications	Minimum	CPR Certified
	Preferred	
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> • Knowledge of, or ability to learn, set-up, maintenance and cleaning of various types of respiratory care equipment. • Excellent verbal and written communication skills. • Ability to work in a team environment and to 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)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

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.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, 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.	Up to 10#	Negligible	Negligible
	Light: 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.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
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.