

UW HEALTH JOB DESCRIPTION

PULMONARY FUNCTION TECHNOLOGIST – LEAD

Job Code: 520014	FLSA Status: Non-Exempt	Mgt. Approval: K Ostrander	Date: June 2020
Department: Respiratory Care Services		HR Approval: A Phelps Revolinski	Date: June 2020

JOB SUMMARY

The Pulmonary Function Technician (PFT) - Lead provides daily leadership and diagnostic expertise for staff in outpatient pulmonary function and other areas as required. This clinician demonstrates a high degree of independence and is responsible to assist with ongoing development and evaluation of orientation needs, in-service education and continuing education. The PFT- Lead is a resource to other Pulmonary Function technicians and Ambulatory staff, physicians, and health care professionals.

The PFT- Lead works in collaboration with Respiratory Care Services Leadership in providing feedback for performance evaluations of personnel, the orientation process, mentoring employees and in the new hire process. They work closely with staff and provide assistance with procedures and technology. The PFT- Lead assists with identifying quality improvement initiatives and design initiatives that provide measurable outcomes. This clinician helps lead clinical research initiatives ensuring education, training and implementation of the study. They will be responsible for data collection and accurate record keeping as well as product evaluation and assessment.

The PFT- Lead possesses a high degree of skill in pulmonary diagnostic testing and participates in direct patient care offering clinical expertise in assessment and recommendations for appropriate patient testing. This clinician will collaborate with care providers and respiratory leadership to ensure quality and evidence base practices that optimize patient outcomes.

MAJOR RESPONSIBILITIES

1. Assumes daily leadership role and demonstrates the advanced knowledge and skills in all applicable clinical settings.
2. Performs, oversees and works with others at a high degree of skill in providing direct patient and family centered care while ensuring care utilizes best practice.
3. Performs pulmonary assessments and diagnostic respiratory services to formulate recommendations to the physicians and nursing staff regarding patient care.
4. Reviews patient's record to determine health status and potential respiratory interventions needed.
5. Identifies patient/family education needs and ensures that patient/family members have adequate information to participate in care and that they are given choices in the process.
6. Interprets selective laboratory/diagnostic tests.
7. Perform spirometry, lung volumes, diffusion capacity, respiratory muscle forces and impulse oscillometry.
8. Performs equipment calibration and set up.
9. Evaluation of patient response to bronchodilators.
10. Perform 6MWT / Field testing and oximetry testing, arterial punctures and exhaled breath testing (FENO, BH2).
11. Assist with exercise testing, HAST, cold air and shunt studies.
12. Use of electronic medical record for scheduling, linking orders, check in/out, billing and data quality assurance.
13. Follow precautions to ensure patient safety by having a strong working knowledge of infectious disease/cross contamination, pathophysiology and basic emergency care.
14. Provides accurate documentation and billing in the electronic medical record.
15. Creates, develops, disseminates and implements appropriate education.
16. Provides departmental training and testing for annual training and competencies.
17. Provides education as needed based on requests from other departments.
18. Collaborates with other teaching programs for the training of Respiratory Care and Nursing Students.
19. Collaborates with leadership and assists in the design, development, coordination and maintenance of orientation programs and materials (clinical procedures, policies and guidelines).
20. Provides new employees with knowledge of organization/department policies and procedures.
21. Assists in the training of new employees on electronic medical record documentation.
22. Participates in new hire interviews as requested.
23. Works with the Respiratory Care Services Leadership to define quality initiatives.
24. Complies with the organization/department initiatives and quality improvement projects.
25. Works with Respiratory Care Services Leadership to evaluate new products.
26. Ensures staff knowledge and competency of Pulmonary Function and Ambulatory specific research protocols/guidelines.
27. Provides feedback to employees regarding work performance and shares this feedback to Respiratory Care Services Leadership.
28. Encourages professionalism amongst team members and encourages others to take leadership type responsibilities on projects.

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

JOB REQUIREMENTS

Education	Minimum	Graduate of a Commission on Accreditation for Respiratory Care (CoARC) accredited program for Respiratory Care.
	Preferred	Bachelor's degree in Respiratory Care or related field.
Work Experience	Minimum	Two (2) years of experience working as a pulmonary function technician

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	Preferred	Three (3) years of experience working as a pulmonary function technician Experience performing advanced pulmonary experience procedures
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • Licensed as a Respiratory Care Practitioner (RCP) in the State of Wisconsin • BLS/CPR Certified • Registered Respiratory Therapist (RRT) credentialed by the National Board for Respiratory Care (NBRC) • Registered Pulmonary Function Technologist (RPFT) credentialed by the NBRC
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to provide leadership and display professionalism while in the workforce • Demonstrates ability for complex clinical and administrative decision making • Demonstrates a high degree of independence • Ability to effectively educate and provide feedback to others • Ability to perform advanced procedures independently and have good problem-solving skills • Excellent verbal, written and computer skills • Ability to work in a team environment and collaborate with a variety of professionals • Ability to lead in a team environment fostering professionalism, quality and evidence-based practice in patient care • Effective time management and organizational skills • Ability to interpret selective laboratory and diagnostic tests • Ability to collaborate with all members of the healthcare team and external customers • Ability to provide clinical consultation to others on pulmonary diagnostic testing

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)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Medium: Ability to lift 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 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:				

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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.