

UW HEALTH JOB DESCRIPTION

Respiratory Therapist – Lead

Job Code: 520001	FLSA Status: Non-Exempt	Mgt. Approval: K. Ostrander	Date: June 2023
Department: 3033164 Respiratory Therapy		HR Approval: K. Fleming	Date: June 2023

JOB SUMMARY

The Respiratory Therapist (RT) Lead provides shift by shift clinical leadership for the advancement of professional respiratory practice to staff in a variety of clinical settings, including but not limited to intensive care, general care, and outpatient services. The RT Lead demonstrates a high degree of independence and is responsible in assisting with ongoing development and evaluation of orientation needs, in-service education, and continuing education. This clinician applies innovative teaching strategies and methodologies in order to provide cost effective and well-executed clinical education utilizing a wide variety of methodologies and provides support to clinical learning through mentorship, clinical rounds and practice evaluation.

The RT Lead functions as “Charge Therapist” with responsibility for ensuring adequate number of respiratory therapy staff to cover patient care areas and needs. This includes assigning respiratory therapy staff to work areas and/or work assignments, modifying work assignments, assisting with meal coverage, fielding calls for unexpected absences, and coordinating adequate staffing levels for the next shift. The RT Lead works in close collaboration with the Respiratory Therapy Administrator on Call (AOC) regarding hospital emergencies and staffing related issues. The RT Lead is responsible for mentoring staff in appropriate behavior and decision making as well as leading by example. The RT Lead is a resource to other respiratory therapy staff, physicians, and health care professionals ensuring orders are concurrent with policies and procedures.

The RT Lead acts as a consultant to Respiratory Therapy leadership in providing feedback for performance evaluations of employees, the orientation process, mentoring employees, and in the new hire process. They work closely with staff and provide assistance with procedures, technology and care plans. The RT 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. The RT Lead will be responsible for data collection and accurate record keeping as well as product evaluation and assessment.

The RT Lead possesses a high degree of skill in clinical practice and participates in direct patient care offering clinical expertise in assessment, recommendations and implementation of care plans. This clinician will collaborate with care providers and Respiratory Therapy leadership to ensure quality and evidence-based practices that optimize patient outcomes.

MAJOR RESPONSIBILITIES

- Assumes a leadership role and function in the clinical setting.
- Performs and works with others at a high degree of skill in providing direct patient and family centered care, demonstrating excellent bedside manner.
- Initiates care plans utilizing best practice.
- Participates in multidisciplinary rounds and huddles, offering clinical expertise in patient care plans.
- Oversees patient care practices and assures that they are compliant with policy and procedures as it relates to assessment, care planning, interventions and care coordination.
- Provides accurate documentation and billing in the electronic medical record.
- Creates, develops, disseminates and implements appropriate education.
- Provides departmental training and testing for annual training and competencies.
- Maintains a data base of educational activities, completion dates and staff participation.
- Provides education as needed based on requests from other departments.
- Collaborates with other teaching programs for the training of Respiratory Therapy and Nursing Students.
- Collaborates on the review and development of order sets.
- Collaborates with leadership and assists in the design, development, coordination and maintenance of orientation programs and materials (clinical procedures, policies and guidelines).
- Provides new employees with knowledge of organization/department policies and procedures.
- Works with others to schedule employee orientation rotation in all areas required.
- Follows up with staff and leadership on performance progress and any areas of concern.
- Assists in the training of new employees on electronic medical record documentation.
- Shadows with new employees after completion of orientation process in each of the designated work areas minimally once per month until orientation period is passed.
- Participates in new hire interviews as requested.

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- Works with the Respiratory Therapy leadership to define quality initiatives.
- Complies with the organization/department initiatives and quality improvement projects.
- Works with Respiratory Therapy leadership to define new products to evaluate, develops educational materials and assists staff with the product evaluation and works with super users to maintain standard training and evaluation of products.
- Collaborates on and maintains data collection for research projects within the department/organization.
- Ensures staff knowledge and competency of RT specific research protocols/guidelines.
- Provides feedback to employees regarding work performance and shares this feedback to Respiratory Therapy leadership.
- Encourages professionalism amongst team members.
- Other duties as assigned

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 School for Respiratory Therapy		
	Preferred	Bachelor of Science in Respiratory Therapy		
Work Experience	Minimum	Two (2) years of experience as a staff respiratory therapist		
	Preferred	Three (3) years of experience as a staff respiratory therapist		
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • Licensed as a Respiratory Care Practitioner (RCP) in the State of Wisconsin • Registered Respiratory Therapist (RRT) Credentialed by the National Board for Respiratory Care (NBRC) • CPR/BLS • Additional certification required as detailed below: 		
		Job Code	Location	Advanced Lifesaving Requirement(s)
		520001A	<ul style="list-style-type: none"> • University Hospital (UH) <i>600 Highland</i> • East Madison Hospital (EMH) <i>4602 Eastpark Boulevard</i> 	<ul style="list-style-type: none"> • None required, only preferred
		520001B	<ul style="list-style-type: none"> • American Family Children's Hospital (AFCH) <i>1625 Highland Boulevard</i> 	<ul style="list-style-type: none"> • Neonatal Resuscitation Program (NRP) within 6 months of hire • Pediatric Advanced Life Support (PALS) within 6 months of hire
Licenses & Certifications	Preferred	<ul style="list-style-type: none"> • Adult Critical Care Specialist (ACCS) Credentialed • Neonatal Pediatric Specialty (NPS) Credentialed • If not otherwise required, advanced lifesaving certifications 		
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 Respiratory Therapy 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, fostering professionalism, quality and evidence-based practice in patient care • Extensive knowledge of home respiratory equipment • Knowledge of Respiratory Assist Device (RAD) guidelines and Medicare regulations • Knowledge of current disease management guidelines • 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 respiratory therapy interventions and treatments 		

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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,

X	Infants (Birth – 11 months)	X	Adolescent (13 – 19 years)
X	Toddlers (1 – 3 years)	X	Young Adult (20 – 40 years)
X	Preschool (4 – 5 years)	X	Middle Adult (41 – 65 years)
X	School Age (6 – 12 years)	X	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 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.	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.