

## UW HEALTH JOB DESCRIPTION

### RESPIRATORY THERAPY DISCHARGE PLANNER

<b>Job Code:</b> 520008	<b>FLSA Status:</b> Nonexempt	<b>Mgt. Approval:</b> K. Ostrander	<b>Date:</b> January 2023
<b>Department:</b> 3032420 Respiratory Therapy		<b>HR Approval:</b> K. Fleming	<b>Date:</b> January 2023

### JOB SUMMARY

The Respiratory Therapy Discharge Planner has well developed knowledge and skills in the assessment and acute care management of patients and families with respiratory disease. The scope of practice includes patient/family assessment resource management, care facilitation, and discharge planning of appropriate respiratory treatments including supplemental oxygen, positive airway pressure devices, nebulizers, inhalers, mechanical ventilation, and other necessary treatment devices. The Respiratory Therapy Discharge Planner collaborates with the Nurse Case Manager and the entire care team in the development of care standards and guidelines for the purpose of improving quality of care, collaborating discharge, and reducing re-admissions.

The Respiratory Therapy Discharge Planner possesses a high degree of skill in clinical practice participating in direct patient care offering clinical expertise in assessment, recommendations and implementation of care plans/equipment. The incumbent will collaborate with care providers and respiratory leadership to ensure quality and evidence-based practices that optimize patient outcomes.

### MAJOR RESPONSIBILITIES

- Performs at a high degree of skill in providing direct patient and family care.
- Expert clinician with extensive knowledge of home respiratory equipment.
- Ensures care is family centered demonstrating excellent bedside manner.
- Initiates care plans utilizing best practices.
- Offers clinical expertise in patient care plans.
- Provides accurate documentation and billing in the electronic medical record.
- Reviews patient's record to determine health status and potential respiratory interventions needed for discharge.
- Identifies patient/family education needs and ensures that patient/family members have adequate information to participate in care planning and that they are given choices in the process.
- Develops, implements and evaluates a plan of care for each patient.
- Provides patient and family education and counseling about existing health problems and related therapies/equipment.
- Utilizes financial and insurance resources of the patients to maximize the health care benefit to the patient.
- Collaborates with all members of the healthcare team and external customers.
- Provides clinical consultation to physicians and UW Health staff on respiratory therapy interventions and treatments for discharge.
- Responds to all requests appropriately, accurately, and in a timely manner.
- Interacts with physicians and others on the care team in a timely, positive manner to resolve issues.
- Seeks consultation from appropriate disciplines/departments as required to expedite care and facilitate timely discharges.
- Works with the Respiratory Care leadership to define quality initiatives.
- Provides on-going feedback to employees regarding work performance.

Other Duties as Assigned

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

### JOB REQUIREMENTS

Education	Minimum	Graduate of a Commission on Accreditation for Respiratory Care (CoARC) accredited School for Respiratory Therapy
	Preferred	
Work Experience	Minimum	<ul style="list-style-type: none"> <li>• Three (3) years experience as a staff therapist</li> <li>• Clinic experience in the adult or pediatric population</li> <li>• Experience with discharge planning and coordination of respiratory durable medical equipment for the home</li> </ul>
	Preferred	
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> <li>• Licensed as a Respiratory Care Practitioner (RCP) in the State of Wisconsin</li> <li>• CPR/BLS Certified</li> </ul>

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		<ul style="list-style-type: none"> <li>Registered Respiratory Therapist (RRT) Credentialed by the National Board for Respiratory Care (NBRC)</li> </ul>		
	Preferred			
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>Ability to effectively educate others</li> <li>Ability to perform advanced Respiratory Therapy procedures</li> <li>Extensive knowledge of home respiratory equipment</li> <li>Excellent verbal and written skills</li> <li>Effective time management and organizational skills</li> <li>Ability to work in a team environment and collaborate with a variety of professionals and home care companies</li> <li>Ability to display leadership and professionalism while in the workforce</li> <li>Effective collaboration with all members of the healthcare team and external customers</li> <li>Demonstrates ability for complex clinical decision making</li> <li>Ability to interpret selective laboratory/diagnostic tests</li> </ul>			
<b>AGE SPECIFIC COMPETENCY (Clinical jobs only)</b> Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.				
<b>Instructions:</b> Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,				
<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/> Adolescent (13 – 19 years)		
<input checked="" type="checkbox"/>	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)		
<b>JOB FUNCTIONS</b> Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.				
<b>PHYSICAL REQUIREMENTS</b>				
<b>Indicate the appropriate physical requirements of this job in the course of a shift.</b> <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
<b>Physical Demand Level</b>		<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time	<b>Constant</b> 67%-100% of the time
	<b>Sedentary:</b> 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<input checked="" type="checkbox"/>	<b>Light:</b> 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:				

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.