

**Job Class Profile: Hyperbaric Technical and Safety Co-ordinator****Pay Level: CG-40 Point Band: 916-949**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	4	4	6	5	6	6	4	5	
Points	280	67	25	29	150	130	124	86	54	945

**JOB SUMMARY**

The Hyperbaric Technical and Safety Co-ordinator performs specialized leadership and supervisory work in the development, safe operation and supervision of the Hyperbaric Facility in the provision of Hyperbaric Oxygen Treatment (HBOT) for the province.

**Key and Periodic Activities:**

- Provides leadership and training through support, mentoring, role modeling and other means to hyperbaric facility staff. Supervises elective and emergency hyperbaric treatments.
- Participates in the development and implementation of hyperbaric policies and procedures, in consultation with Medical Director and Division Manager.
- Mitigates risk associated with cryogenic fluids and both high pressure oxygen and air. Understands and mitigates potential risks associated with using equipment in hyperbaric chamber.
- Develops and updates operating procedures as well as appropriate cleaning routines following corporate infection control guidelines.
- Coordinates and provides the orientation of hyperbaric facility staff, evaluates competencies and participates in performance evaluation.
- Ensures that all material that enters the monoplace recompression chambers are in accordance with CSA Safety Standards hyperbaric related.
- Coordinates hyperbaric activities undertaken by the staff to promote effective and efficient delivery of hyperbaric oxygen.
- Advises management regarding continuing education for hyperbaric facility staff.
- Schedules and performs routine and emergency maintenance on recompression chambers, associated compressors, fire suppression systems, oxygen and compressed air reservoirs. Maintains proper documentation of all maintenance records.
- Troubleshoots mechanical, pneumatic and electrical systems and performs repairs congruent with technical qualifications, as related to hyperbaric equipment.
- Operates high and low pressure compressors and air distribution systems to ensure they are kept in immediate working order.
- Updates and maintains MSDS production information on all relevant products held in Hyperbaric Facility.

**SKILL****Knowledge****General and Specific Knowledge:**

- Dive tables and procedures at the supervisory level.
- Operations of both Monoplace and Multiplace hyperbaric chambers.
- All regulations, standards and industry practices and be able to incorporate these into daily operations.
- Hazards of compressed gases and cryogenic fluids through training and work experience.

**Formal Education and/or Certification(s):**

- Minimum: High School Diploma supplemented by graduation from an approved and recognized health related degree or diploma program such as respiratory therapy, nursing, physiotherapy, kinesiology in addition to recognized and approved programs or courses leading to diving certification at the “expert” level. Special training include Recognized Diving Supervisor Course, Safety Director Program, Certified Hyperbaric Training Course, and Basic Cardio-pulmonary Life Support.

**Years of Experience:**

- Minimum: 3 to 5 years practical experience in performing surface decompression using oxygen, therapeutic treatments using DCIEM or US Navy Treatment Tables 5, 6, 6A and other approved decompression tables.

**Competencies:**

- Ability to operate, troubleshoot and repair mechanical, pneumatic and electrical systems congruent with technical qualifications as related to hyperbaric equipment.
- Ability to provide technical direction to others working in hyperbaric facility in the proper use of equipment.
- Ability to understand and mitigate potential risks associated with using equipment in hyperbaric chamber.
- Ability to demonstrate effective and courteous verbal and nonverbal communication techniques.
- Ability to plan and manage time effectively.

**Interpersonal Skills**

- A range of interpersonal skills are utilized including listening to information and asking questions regarding the operation and maintenance of hyperbaric equipment; providing complex information and direction to patients and staff; providing care/comfort/nurturing; gaining the cooperation of others to complete work; providing expert advice to healthcare professionals while addressing issues and/or solving problems; instructing/ mentoring/coaching staff.
- Communications occur with employees within the immediate work area and throughout the organization, manager and Medical Director and staff involved with the hyperbaric chamber.
- The most significant contact is with patients (to gain and provide information); employees within the work area (provide instructions); and to health care professionals (to provide expert advice while addressing issues/solving problems).

## EFFORT

<b>Physical Effort</b>
<ul style="list-style-type: none"> <li>— The demands of the job occasionally result in considerable fatigue requiring the need for strength and endurance.</li> <li>— Physical effort includes precision work and using hand tools that require accurate control and steadiness when troubleshooting and repairing hyperbaric equipment; uses a number of body postures such as sitting, standing and walking during the course of its daily activities; and at times works in awkward and cramped positions.</li> </ul>
<b>Concentration</b>
<ul style="list-style-type: none"> <li>— <b>Visual</b> concentration and <b>eye hand coordination</b> are required to operate, maintain and repair hyperbaric equipment and to observe procedures.</li> <li>— <b>Auditory</b> concentration is required to listen for alarms or monitors in the hyperbaric chamber as well as to listen and respond to staff, patients and other healthcare staff.</li> <li>— <b>Other sensory demands</b> including touch are required to operate and repair hyperbaric equipment.</li> <li>— Position requires <b>higher than normal levels of attentiveness</b> and carefulness during hyperbaric treatments as it relates to the risk associated with cryogenic fluids and both high pressure oxygen and air.</li> <li>— <b>Time pressures and deadlines</b> exist to have equipment functioning properly and available when required especially as this is a 24 hour/7day per week service.</li> </ul>
<b>Complexity</b>
<ul style="list-style-type: none"> <li>— This is a highly specialized and technical position which provides Hyperbaric Oxygen Treatments and the development, safe operation and supervision of the Hyperbaric Facility. Biggest challenge would be mitigating risk associated with cryogenic fluids and high pressure oxygen and air as well as troubleshooting hyperbaric equipment.</li> <li>— Creative problem definition and analysis and development of complex solutions are reflective of this position.</li> <li>— References available to address typical challenges include a variety of technical operating manuals, Internet research, and hyperbaric regulatory codes, standards, legislation and diving policies and procedures.</li> </ul>

## RESPONSIBILITY

<b>Accountability and Decision-Making</b>
<ul style="list-style-type: none"> <li>— Work is performed autonomously within established standards and guidelines and in consultation with Medical Director and/or Divisional Manager as class is considered an “expert” in the field therefore limited technical direction.</li> <li>— Independent decisions are made regarding the scheduling and performance of routine and emergency maintenance on hyperbaric equipment and scheduling of staff and evaluating priorities on a daily basis.</li> <li>— Works in consultation with Medical Director and Division Manager in the development and implementation of hyperbaric policies and procedures and performance evaluations of staff.</li> </ul>

**Impact**

- Work is performed through assignments with general administrative supervision and work review received from a superior.
- Results of work tasks and activities are felt within the immediate work area, department and throughout the organization and typically impact hyperbaric equipment; material resources; human resources and health and safety.
- Consequences or errors can result in serious outcomes such as chamber fire or explosive loss of compressed gas and may have an impact beyond the short-term.

**Development and Leadership of Others**

- There is supervision for a small size work group of employees (less than 5) and includes on the job advice, guidance, feedback, orientation and on the job training, participating in performance evaluations and functioning as a mentor/coach to staff.

**WORKING CONDITIONS****Environmental Working Conditions**

- There is a requirement for special precautions and safety equipment.
- Moderate likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures or injury resulting in partial or total disability.
- Exposure to unusual or distracting noise, blood and body fluids, communicable diseases, contaminants and potentially hazardous situations (chamber fire, explosive loss of compressed gas), and awkward or confining work spaces when troubleshooting and repairing equipment.