Job Class Profile:

Respiratory Technician

Pay Level:

CG-28

Point Band:

578-621

						Accountability		Development	Environmental	
		Interpersonal				& Decision		and	Working	Total
Factor	Knowledge	Skills	Physical Effort	Concentration	Complexity	Making	Impact	Leadership	Conditions	Points
Rating	4	3	5	5	3	3	3	1	5	
Points	187	50	32	24	90	65	62	21	54	585

JOB SUMMARY

The Respiratory Technician performs technical work in the operation and maintenance of a variety of respiratory therapy equipment and machines as well as administering therapy to patients within a hospital.

Key and Periodic Activities

- Processes ventilators by cleaning, disinfecting, re-circuiting and transporting ventilators to critical care areas.
- Transports and changes medical, diagnostic and specialty gases in all clinical, laboratory and educational services within the hospital and medical school.
- Processes and assembles respiratory equipment; collects clean respiratory equipment from repossessing area; reassembles, verifies operation and packages equipment for delivery to clinical areas.
- Performs therapeutic and emergency equipment complement rounds three times a day in patient care areas; maintains adequate levels of supply and medical gas cylinder inventories. Delivers equipment and supplies as requested by clinical personnel.
- Maintains central inventory of respiratory supplies daily. Medical gas cylinder orders three times weekly.
- Answers pages and telephone inquiries from clinical areas. Assesses and prioritizes requests and organizes workload to ensure assigned duties are completed.
- Maintains medical tank delivery records for Medical School; sends copy monthly to record type of medical gas tank delivered to which laboratory office in the medical school.
- Changes medical gas manifold bank (12 nitros oxide tanks) every six weeks.
- Changes medical air manifold bank (24 medical air tanks) approximately every 6 to 7 months.

SKILL

Knowledge

General and Specific Knowledge:

- Respiratory related equipment and procedures.
- Medical gas tank safety and medical, diagnostic and specialty gas mixtures.
- Licensed practical nursing and related policies, procedures, trends and developments.

Formal Education and/or Certification(s):

- Minimum: 2 year Diploma in Licensed Practical Nursing
- Licensure from the College of Licensed Practical Nurses of Newfoundland and Labrador
- 4 to 5 weeks in-house training related to medical gas tank safety and mixtures

Years of Experience:

- Minimum: No experience required

Competencies:

- Write straightforward text
- Operate a computer to prepare documents or access databases
- Apply established techniques to the completion of respiratory activities
- Assess respiratory and life-saving equipment to determine if in working order

Interpersonal Skills

- A range of interpersonal skills are utilized including listening to information, asking questions, providing routine information and direction to patients and staff and providing care and comfort to patients.
- Communications occur with employees within the immediate work area, department and organization and outside the organization and include supervisors, managers, patients, suppliers, students and members of professional associations.
- The most significant contacts would include employees/peers within the immediate work area (team leaders and managers); employees within the corporation (day to day activities to complete workload); and patients (general public to provide routine information and/or direction).

EFFORT

Physical Effort

- Demands of the job regularly results in fatigue, requiring periods of rest.
- There is a constant requirement to lift, move, push and pull objects such as transporting ventilators, pushing medical gas cylinders, pushing carts with 10 tanks three times a day to and from different areas of the hospital and MUN medical school weighing up to 50 lbs., requiring strength and/or endurance which can cause strain on the body.
- Walking is constantly required to move around the hospital to complete tasks and standing is regularly required.
- Regularly required to use equipment that requires very controlled movement (carts, ventilators, medical gas tanks), and fine finger or precision work when hooking up respiratory equipment.

Concentration

- Visual concentration is required regarding the assembly of respiratory equipment with numerous small parts.
- Auditory concentration is required to listen carefully for instructions, when listening for pages, responding to pages or phone requests by staff for specific respiratory equipment or supplies.
- Other sensory demands such as smell is used to detect smell of plastic on various facial

respiratory masks; detecting odours from gas leaks from medical gas tanks. **Touch** is also used to differentiate between different textures.

- Higher than normal levels of attentiveness or alertness for the health and safety of others is evident when changing and transporting oxygen and other medical gas cylinders using medical gas tank safety procedures; and assembly of various life support equipment.
- Assembly of various respiratory equipment and loading of high pressure cylinders on transport trolley are examples of where **repetition requires alertness**.
- Time pressures and deadlines exist within daily workload by pages from other areas of hospital, Respiratory Therapists and other nursing floor areas, needing respiratory equipment, supplies or oxygen or other medical gases immediately.
- Lack of control over work pace depends largely on how busy other areas like intensive care, operating room, emergency and nursing floors are which dictates the requirement for respiratory equipment, supplies, oxygen or medical gases.
- Eye hand coordination is required to re-assemble various respiratory equipment containing very small pieces.
- **Exact results and precision** are required when re-assembling respiratory and lifesaving equipment with small parts that need to be fitted together precisely in order to work properly.

Complexity

- Work tasks or activities are typically similar/related in terms of the skills and knowledge used and where tasks are usually well defined.
- Typical challenge would be managing time and being able to assess, prioritize and organize workload in a timely manner with duties that arise unexpectedly that need to be done as soon as possible.
- References available to address typical challenges include respiratory therapists, policies and procedures manual, and guidelines.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are moderately prescribed or controlled as there are checks and balances in place.
- Independent decisions can be made regarding the ordering/distributing of day to day respiratory supplies; ordering/distributing daily medical gas cylinders; and ordering small scale respiratory supplies from buyers.
- Supervisory approval is required to make any changes to policy or procedures manual.
- Has some discretion regarding patient confidentiality, prioritizing daily work responsibilities and managing time on a daily basis. Uses judgement when prioritizing supply and equipment needs for purposes of ordering and maintaining inventory levels and monitoring inventory of medical gas cylinders and liquid oxygen use.
- Exercises discretion and judgment when working as a sole technician. Independently handles all telephone calls and pages however if direction is needed, there is a Respiratory Therapist available.

Impact

- Results of work tasks and activities are directly felt within the immediate work area, department, organization and on patients.
- Results of work tasks and activities directly impact equipment (ensuring in good working order and available), process (checks and balances in place), information (ensuring confidentiality and maintaining records to transfer information from shift to shift), finances (cost of supplies ordered), health and safety (delivering medical gas tanks to areas of hospital and patients having life support equipment available), corporate image (maintaining excellent patient outcomes).
- Typical time frame required to identify and resolve consequences in the event of a mistake or error is within hours of problem identification. For example, if a resuscitator is not assembled or checked for leaks there is potential risk to the patient and/or delays to patient care. A member of the cardiac arrest team may be the first to detect this error.
- Checks and balances are in place to mitigate the risk of errors or mistakes.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Development and leadership responsibilities exist and involve providing on the job advice and guidance to new employees.

WORKING CONDITIONS

Environmental Working Conditions

- Required to wear safety shoes and use isolation procedures and precautions including the use of gowns, masks, gloves where required.
- Moderate likelihood of minor cuts, bruises, abrasions or minor illnesses but limited likelihood of fractures, injury or occupational illness resulting in partial or total disability.
- Work involves exposure to noise, dirt/dust/filth, fumes, limited ventilation, hazardous chemicals, bodily fluids and waste, infectious diseases, odours, wet/slippery surfaces, isolation, awkward/confining workspaces, radiation, sharp objects and adverse weather conditions.