

Black River Memorial Hospital
JOB DESCRIPTION

Job Title: Respiratory Care Department Director	Employee Name:
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Created on: 09/14/06	Department: Respiratory Therapy	Pay Type: Exempt
Reports To: Chief Nursing Officer (CNO)	Reviewed on:	Revised: 09/30/10, 09/22/11, 09/11/14, 06/01/16, 2/28/17, 11/10/20

POSITION SUMMARY:
 Meets patients, physicians, staff and organization need by leading, planning organizing, developing and directing the activities of the Respiratory Care department. Uses constructive leadership skills to assist the department in fulfilling the hospitals mission and meet established annual and long term objectives.

I. Essential Duties and Responsibilities

1. Develops department goals in conjunction with establishing/implementing/ developing/revising processes policies and procedures for department operations in alignment with the hospital's strategic goals. Provides leadership, vision, development and implementation of short and long term planning for the organization.
2. Oversees the day-to-day management of department staff and coaches staff and plans for staff succession. Uses proficiently the programs provided (e.g. Halogen succession planning and education). Resolves the personnel problems. Selects and hires quality employees and directs staff, coordinates orientation, training and education for staff and schedules work to facilitate effective and efficient department operations. Retains quality employees through use of effective motivation, delegation and supervision. Provides guidance on career development. Completes own, peer and staff annual performance appraisals. Follows hospital Standards of Conduct and holds staff accountable for meeting the Standards of Conduct.
3. Develops, implements, and evaluates financial practices and goals according to established standards. Plans, researches and requests purchases for department capital and operational equipment and supplies.
4. Investigates and takes appropriate timely action(s) to resolve customer concerns, complaints, and problems. Uses the customer service recovery process.
5. Ensures department and employees are in compliance with all regulatory accreditation and licensing agencies by preparing and maintaining pertinent records, reports, statistics, contracts, files and other documents for the department.
6. Attends educational programs, in services and continuing education opportunities and maintains own education and meeting and attendance records.
7. Develops, implements and evaluates communication processes to keep leaders and staff informed. Encourages and coaches staff and others to address concerns directly using crucial conversation skills. Gathers and shares tough questions with leadership team for discussing and formulation of response in alignment with mission, vision and values. Reviews and validates Excellent Always must haves
8. Successfully performs Respiratory Therapy duties as needed.

Additional Duties

9. Performs other duties as assigned or as opportunities arise.

Educational Qualifications:

- Associate Degree in respiratory therapy required. Bachelor's degree preferred.
- Currently enrolled in a bachelor's degree program and graduate within one year from date of hire.
- Minimum of two years clinical experience in respiratory therapy.
- Current Respiratory Care Practitioner License.
- RRT credential.
- Supervisory and leadership training and/or experience required.
- BLS required ACLS and PALS within 1-year and NRP within 6 months required.
- Valid Wisconsin driver's license and proof of insurability.

Work Relationship:

- Reports directly to the CNO.
- Direct reports include all Respiratory Therapy Department employees.
- Works regularly with physicians/providers, pharmacist, department directors and staff from other departments.
- Regular contact with patients, families, public, vendors and other community healthcare agencies.

Working Conditions:

- Work is performed largely in a pleasant hospital environment with minimal chance for personal injury.
- Occasionally works near moving mechanical parts, airborne particles, toxic or caustic chemicals and risk of radiation.
- Occasionally exposed to risk of electrical shock.
- Regularly exposed to hazardous material such as needle punctures, blood and body fluids.
- The noise level in the work environment is usually moderate.
- Some overnight travel required.

Physical Requirements:

- Frequently required to stand, walk, stoop, kneel or crouch.
- Occasionally required to sit or climb.
- Required to use hands to handle or feel objects, tools or controls.
- Frequently lift and/or move up to 35 pounds.
- Occasionally may need to move patients, equipment and/or supplies of more than 35 pounds with assistance.
- Requires specific vision abilities for far vision, near vision, depth perception, colors, accommodation and peripheral vision.
- Vision correctable to 20/40.

Acknowledgement:

This job description/evaluation describes the general nature and level of work performed by an employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the department director or administration. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with disabilities.

Employee Signature

Date