

## ASSISTANT CHIEF RESPIRATORY THERAPIST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position is responsible for administering and supervising the Respiratory Therapy Unit of the Westchester County Medical Center. Incumbents instruct respiratory therapy techniques to respiratory staff and students, participate in performing function tests, maintains a variety of reports and ensures the proper maintenance and upkeep of equipment. Supervision is exercised over a number of respiratory therapists and technicians. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises and administers preliminary function tests and respiratory therapy to patients as prescribed by a physician;

Supervises and sets up the use of all respiratory therapy equipment;

Monitors all respiratory therapy patients to ensure that physician instructions are implemented;

Maintains a complete record-keeping system of use and upkeep of the respiratory therapy equipment;

Maintains adequate supplies of oxygen and other therapeutic gases;

Consults with physicians, nurses and other staff on respiratory therapy matters;

Instructs students in respiratory therapy techniques and practices;

Participates in the selection of new equipment, future planning, and development;

Enforces safety rules and regulations;

Provides an inservice education for the department and other personnel;

Keeps abreast of current development in the field through publications, lectures and conferences;

Supervises the implementation of departmental policy and procedures:

Oversees equipment maintenance and care;

Maintains adequate amounts of supplies;

Maintains departmental statistics;

Insures the department's conformance to quality assurance standards;

Performs related administrative tasks to insure the efficient operation of the department

EXAMPLES OF WORK: (Illustrative Only) (Cont.)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed..

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the practices, principles and techniques of respiratory therapy; skill in operation and maintenance of respiratory therapy equipment; ability to follow medical instructions; ability to plan, assign and supervise the work of subordinates; ability to instruct on the techniques and principles of respiratory equipment; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; thoroughness; dependability; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration, issued by the New York State Education Department, as a Respiratory Therapist and two years experience as a respiratory therapist, one year of which must have been at the supervisory level.

SPECIAL REQUIREMENT: Possession of registration as a Registered Respiratory Therapist, issued by the National Board for Respiratory Care.

SPECIAL NOTE: Formal teaching experience in the field of a Respiratory Therapy may be substituted for respiratory experience on a month for month basis, up to one year (exclusive of the supervisory experience).