

**OLIVE VIEW-UCLA MEDICAL CENTER
RESPIRATORY CARE SERVICES - ADULT
POLICY & PROCEDURE**

**NUMBER: 918
VERSION: 1**

SUBJECT/TITLE: REGISTRY PERSONNEL

POLICY: Registry Personnel will be utilized to cover vacant shifts due to vacancies, call offs, vacations and workload increases. The registry personnel must meet the standards set forth in this policy.

PURPOSE: To standardize the vetting process of all Respiratory Care registry personnel and to ensure that all personnel will be competent to safely perform their duties.

DEPARTMENTS: RESPIRATORY CARE SERVICES

PROCEDURE: Due to our expanding Respiratory Care Service Department, we must sometimes utilize Registry Personnel to cover varied shifts. We have set certain standards that must be met by Registry Personnel. These standards include:

- 1) Registry Personnel must meet all the HR requirements including the following:
 - a) Live Scan Clearance
 - b) Health Clearance
- 2) Registry Personnel must attend an orientation at our hospital during which time they will meet with Respiratory Care Services Manager, tour our hospital, and review the policy and procedure manual.
- 3) Registry Personnel must have a current RCP License, Fire Life and Safety Card, Basic Life Support Card, Advanced Life Support Card, plus all necessary certifications and credentials required to perform their duties in certain units.
- 4) Registry Personnel must have a minimum of one-year experience or must have graduated from a two-year Respiratory Care Program from an accredited school.
- 5) Individuals working in specialty care areas i.e. ICU, NICU, DEM must meet the specific standards and credentials qualifying them to perform this level of respiratory care.

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- 6) Each Registry Personnel is expected to perform in accordance with the policies and procedures set forth in our policy and procedure manual.

- 7) Registry Personnel must take and pass the required core competency examinations within a reasonable amount of time.

References:	
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