

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

**NUMBER: 976
VERSION: 1**

SUBJECT/TITLE: HEAD RESPIRATORY CARE PRACTITIONER

POLICY: The Head Respiratory Care Practitioner will function within the job specifications stated within this policy.

PURPOSE: To delineate the duties and responsibilities of a Head Respiratory Care Practitioner.

DEPARTMENTS: RESPIRATORY CARE SERVICES

PROCEDURE: Assists in the administration and supervision of the respiratory care direct patient care services of a hospital.

CLASSIFICATION STANDARDS:

Positions allocable to this class work under the direction of a Respiratory Services Manager or a medical director and are characterized chiefly by their responsibility for exercising administrative and technical supervision over the respiratory care services in a hospital and for maintaining a uniform level of efficiency and effectiveness with which these services are provided on a 24-hour basis.

Head Respiratory Care Practitioners interpret established operating and personnel policies, taking appropriate action where indicated and reporting incidents or problems which in their judgement would adversely affect the overall quality of respiratory care. In addition, positions in this class participate, as directed, in such administrative functions of the unit as planning and implementing patient care, in-service training, and affiliated school student programs; developing personnel and operating policies and practices; and preparing the annual budget request.

EXAMPLES OF DUTIES:

Evaluates the performance of subordinate supervisory personnel; recommends discharge or disciplinary action involving subordinate supervisors, respiratory care practitioners, and ancillary personnel; handles employee grievances not resolved at a lower level.

Maintains an equitable distribution of manpower on all shifts by reassigning respiratory care personnel as required meeting immediate and long ranging overall workload requirements.

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Assists the Respiratory Services Manager or the medical director in the preparation of annual budget requests by estimating, compiling, and participating in the justification of personnel, equipment and supply requirements.

Prepares and conducts in-service training programs for all respiratory care personnel covering current developments in respiratory disease treatment and the application of new therapy techniques.

Gives lectures and procedural and equipment demonstrations in the theory and application of respiratory care to the respiratory care personnel and to medical and nursing personnel.

Confers with nursing supervisors to review procedural and personnel matters affecting the quality of patient care such as a lack of communication or cooperation involving staff personnel and to identify the in-service training needs of nurses and other ancillary personnel in the application and operation of respiratory care equipment.

Participates in patient rounds in the ICU with physicians, social workers, and nurses to develop hospital patient care plans, including home-care plans involving respiratory care.

Participates as directed in discussions with instructions of affiliated community colleges to establish goals and objectives as well as daily time schedules for student training programs and coordinates the implementation of these programs with shift supervisors, physicians, and nursing supervisors; monitor, evaluates, and grades student participation and career potential.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Three years' experience performing at the level of a Respiratory Care Practitioner I or above, one year of which shall have been at the Supervising Respiratory Care Practitioner level. A Bachelor's degree in respiratory therapy or administration will be accepted for one year of the non-specialized experience.

LICENSE:

A California State Respiratory Care Practitioner's License issued by the Respiratory Care Board of California.

PHYSICAL CLASS:

2 - Light.

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References:	
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