

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
RESPIRATORY CARE SERVICES - ADULT
POLICY & PROCEDURE

NUMBER: 999

VERSION: 1

SUBJECT/TITLE: RESPIRATORY CARE SERVICES MANAGER

POLICY: The Respiratory Care Services Manager will function within the job specifications stated within this policy.

PURPOSE: To delineate the duties and responsibilities of a Respiratory Care Services Manager.

DEPARTMENTS: RESPIRATORY CARE SERVICES

PROCEDURE: Manages the respiratory care program at a large full service acute care hospital or major rehabilitation hospital.

CLASSIFICATION STANDARDS:

Positions allocable to this classification have responsibility for directing the respiratory care program in a large full service acute care hospital or a major rehabilitation hospital, on a 24 hour basis. These positions work under the technical supervision and guidance of a physician and receive administrative direction from a hospital administrator.

The position is responsible for formulating policies and developing procedures to provide a high quality respiratory care program. Through subordinate staff, this position is responsible for implementing those policies and procedures. The incumbent must have a thorough knowledge of current respiratory care practices, in addition to an awareness of ongoing research and the development of new techniques and equipment in the field. The incumbent must also have knowledge of employee relations, personnel practices, and the budget process.

EXAMPLES OF DUTIES:

Formulates, develops and executes plans, policies and programs for the hospital respiratory care activities.

Coordinates the work of the unit with the hospital administrator and other professional staff in formulating programs, policies and procedures to integrate and coordinate respiratory care services.

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Interprets and directs the implementation of respiratory care programs, policies and procedures and assumes the responsibility for ensuring that the programs meet hospital accreditation standards and special needs of the facility.

Prepares the annual budget for respiratory services and maintains control of expenditures.

Manages, through subordinate staff, the work of respiratory care practitioners and supporting staff of respiratory services.

Monitors staff productivity in order to increase effectiveness and efficiency and to reduce administrative cost.

Directs employee orientation, in-service training and affiliating student programs.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Three years' experience performing at the level of Supervising Respiratory Care Practitioner or higher. A Bachelor's degree in respiratory therapy or administration will be accepted for one year of the required experience.

LICENSE:

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

PHYSICAL CLASS:

2 - Light.

References:	
Approved by: Edward Richard Lind (Chief of Respiratory Therapy), Nikhil Barot ()	Date: 04/21/2017
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