

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

RESPIRATORY THERAPY TECHNICIAN

JOB DESCRIPTION

Employees in this job treat patients with respiratory diseases and conditions using specialized medical equipment, oxygen therapies, and manual treatment techniques; examine and evaluate patients for respiratory problems; and operate medical equipment to carry out cardiopulmonary tests.

There are three classifications in this job.

Position Code Title – Respiratory Therapy Technician-E

Respiratory Therapy Technician 8

This is the entry level. The employee works in a learning capacity performing a range of respiratory therapy technician assignments under close supervision.

Respiratory Therapy Technician 9

This is the intermediate level. The employee, under the review of physicians and nursing supervisors, works in a developing capacity with increased responsibility for performing a range of respiratory therapy technician assignments.

Respiratory Therapy Technician E10

This is the experienced level. The employee performs a full range of treatment and testing duties using considerable independent judgment to adjust treatment plans and recommend pulmonary treatment programs for physician review and approval. The employee works under the general review of physicians and nursing supervisors and may be responsible for in-service training of nursing staff.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Conducts aerosol and intermittent positive pressure breathing treatments using nebulizers, respirators, and dilator medications.

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Sets up EKG machine, position leads onto patients, and run electrocardiograms (EKG's).

Performs pulmonary function tests using a Spirometer; calculates lung volume and vital capacities.

Sets up and adjusts portable volume ventilators and chest shell ventilators, and checks on ventilator patients.

Nebulizes, suction, and collects sputum using naso-tracheal suction catheter; sends specimens to laboratory for analysis.

Listens to lung sound using stethoscope to evaluate locations of respiratory problems; observes patient signs and symptoms.

Percusses patient's chest and back using air trapping techniques, and positions patient for drainage.

Sets up, operates, and adjusts oxygen therapy equipment and humidifiers.

Checks piped-in and emergency oxygen supplies, changes tanks, and orders oxygen.

Keeps records of treatments, does patient charting, and orders supplies.

Educates patients concerning respiratory problems and consults with nursing staff.

Disassembles, cleans, and sterilizes equipment, and performs preventative maintenance and calibration of machines.

Performs related work as assigned.

Additional Job Duties

Respiratory Therapy Technician E10

Conducts in-service training for nursing staff on respiratory treatments and equipment.

Recommends pulmonary treatment programs for physician approval.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, and considerable knowledge is required at the experienced level.

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Knowledge of the anatomy and physiology of the human airway, lungs, and respiration cycle.

Knowledge of the principles of oxygen therapy.

Knowledge of the operation of respiratory therapy equipment such as oxygen cylinders, humidifiers, nebulizers, ventilators, Spirometers, respirators, suction equipment, and EKG machines.

Knowledge of EKG tracings.

Knowledge of respiratory diseases and conditions and related patient signs and symptoms.

Knowledge of the effects of dilator medications.

Knowledge of the respiratory therapy treatment procedures.

Knowledge of patient examination and observation techniques.

Knowledge of procedures used to conduct pulmonary function tests and EKG's.

Skill in percussing and draining patients.

Skill in patient examination and evaluation.

Ability to operate respiratory therapy equipment such as oxygen equipment, humidifiers, nebulizers, ventilators, Spirometers, respirators, suction equipment, and EKG machines.

Ability to conduct respiratory tests and treatments.

Ability to keep accurate records and patient charts.

Ability to interpret respiratory test results.

Ability to lift oxygen cylinders and to physically position patients.

Ability to react quickly in emergencies.

Ability to follow verbal and written instructions.

Ability to clean and to perform routine maintenance on equipment.

Ability to communicate effectively.

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Working Conditions

Work is performed in a hospital setting under the direction of physicians and nursing supervisors guided by standardized procedures, hospital regulations, and physicians' orders. Work involves contact with patients with contagious diseases and handling high-pressure cylinders.

Physical Requirements

The job duties require an employee to move heavy objects.

Education

Possession of an associate's degree in respiratory therapy or completion of a two-year program in respiratory therapy technology

Experience

Respiratory Therapy Technician 8

No specific type or amount is required.

Respiratory Therapy Technician 9

One year of experience equivalent to a Respiratory Therapy Technician 8.

Respiratory Therapy Technician E10

Two years of experience equivalent to a Respiratory Therapy Technician, including one year equivalent to a Respiratory Therapy Technician 9.

Special Requirements, Licenses, and Certifications

Recognition by the National Board for Respiratory Care as a Certified Respiratory Therapy Technician or as a Registered Respiratory Therapist.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

RESTHPTCH

Job Code Description

Respiratory Therapy Technician

Position Title

Respiratory Therapy Technician-E

Position Code

RESPTCHE

Pay Schedule

L32-006