

Job Description

Job Title	Senior Respiratory Technician
Department	Cardiology and Respiratory Department
Reports to	Chief Cardiac Technician
Date	February 2014

Overall Purpose of Job

To provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

Provide leadership in the performance of diagnostic tests of the respiratory systems to patients to aid in the diagnosis and treatment of pulmonary disorders.

Key Responsibilities & Deliverables

The Respiratory Technician should be familiar with the techniques and range of equipment used in current medical practice for the diagnosis, treatment and care of patients.

- Performs Full Pulmonary Function Tests, exercise induced Bronchospasm, Skin Prick Tests, Mannitol Challenge Testing, Sleep Studies, and CPAP titration in compliance with departmental and hospital policy and procedure.
- Conduct a full range of non-invasive and invasive respiratory diagnostic tests including spirometry, reversibility studies, and lung volumes by gas dilation methods, lung volumes by body plethysmography, diffusion capacity, maximal inspiratory and expiratory pressure, skin allergy testing and cardiopulmonary exercise testing.
- Possess a strong knowledge of diagnostic Respiratory procedures.
- Have a complete understanding of all such procedures and an ability to make accurate measurements is essential.
- Ability to effectively communicate with Consultants, GP's and hospital staff regarding patients' needs.
- Ensure the timely production and delivery of patient procedures.
- Maintain required departmental records.
- Corrects delinquent medical records.
- Assure that equipment is maintained according to manufacturer's specifications.
- Reports any malfunctions as they occur per hospital policy.
- Maintain and develop the Respiratory Policy and procedure manual.
- Participate in department process improvement projects.
- Maintain infection control procedures to protect patients and staff.
- Maintain a safe working environment.
- Maintain a professional and courteous relationship with all hospital departments.
- Order and store adequate supplies in compliance with company policy.
- Evaluate equipment and make suggestions regarding purchase, use or rental.
- To keep abreast in understanding and knowledge of all new developments in the field of respiratory.
- As medical procedures change and new developments are introduced the Respiratory Technician must update his or her knowledge and training.
- Study leave for appropriate in-service training will be supported where possible.

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- Attend meetings as required.
- Mentor and develop junior technicians.
- Report accidents and incidents. Participate in the investigation and remedial action.
- Maintain throughout the Hospital an awareness of the primacy of the patient in relation to all hospital activities.
- This is not an exhaustive listing and the Respiratory Technician will perform such other duties as may be assigned to him or her from time to time.
- Appropriate training will be provided as necessary.

Personal & Professional Responsibilities

The post holder is expected to:

- Attend in a timely manner all mandatory education sessions.
- Maintain a professional portfolio.
- Ensure their professional and personal persona positively reflects the profession of technicians and UPMC Beacon Hospital.
- Attend appropriate study days and courses.
- Participate in their performance review with their Chief Technician.

Educational Requirements

- Contribute to the identification of training needs pertinent to the clinical area.
- Identify and contribute to the continual enhancement of learning opportunities in the clinical area.
- Participate in the clinical induction of all new staff.
- Assume responsibility for own learning and development needs.

Other Duties and Responsibilities

- Utilise effective time management skills.
- Maintain professional appearance and dress code.
- Comply with guidelines for absence or tardiness.
- Attend staff meetings, reads email and other postings.
- Attend all required in-services.
- Wear identification badge when working.
- All employees are expected to remain flexible to meet the needs of the department and hospital.

Personal Specification

Qualifications	<ul style="list-style-type: none"> ▪ M.P.P.M - Certificate in Medical Physics and Physiological Measurement (Dublin Institute of Technology, Kevin Street, Dublin) or equivalent.
Experience	<ul style="list-style-type: none"> ▪ Have not less than one year post qualifications experience. ▪ Possess Advanced Life Support. ▪ Good general knowledge of respiratory. ▪ Good organisational and time management skills. ▪ Proactive approach to quality control and service improvements.
Job Specific Teamwork Competencies and Knowledge	<p>Teamwork</p> <ul style="list-style-type: none"> ▪ Demonstrate ability to work as part of a multi-disciplinary team. ▪ Demonstrate motivation and an innovative approach to job. <p>Knowledge & Professional Knowledge</p> <ul style="list-style-type: none"> ▪ Demonstrate clinical competence and relevant experience in a Respiratory Department. ▪ Demonstrate an ability to contribute to overall service development. <p>Planning & Organisational Skills</p> <ul style="list-style-type: none"> ▪ Demonstrate organisational skills including effective time management. ▪ Demonstrate the ability to manage deadlines and effectively manage multiple tasks. <p>Communication & Interpersonal Skills</p> <ul style="list-style-type: none"> ▪ Demonstrate effective communication skills including the ability to present information in a clear and concise manner. ▪ Demonstrate excellent communication skills especially the ability to communicate clear and concise instructions to patients in an understandable fashion. ▪ Demonstrate strong interpersonal skills. <p>Customer Focus</p> <ul style="list-style-type: none"> ▪ Demonstrate an awareness and appreciation of the service user. ▪ Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.
Personal Competencies	<ul style="list-style-type: none"> ▪ All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore the post holder will be required to demonstrate flexibility as and when required by their manager or hospital management.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the hospital and the post holder develop this job description may be subject to review in light of the changing needs of the hospital'

Job description Received by Employee:

Signature

Date

Name (Block Capitals)