

## JOB DESCRIPTION

<b>Job Title</b>	<b>Basic Grade Respiratory Technician</b>
<b>Department</b>	<b>Cardiology and Respiratory Department</b>
<b>Reports to</b>	<b>Chief Cardiac Technician</b>
<b>Date</b>	<b>July 2012</b>

### **OVERALL PURPOSE OF JOB**

Provide leadership in the performance of diagnostic tests of the respiratory systems to patients to aid in the diagnosis and treatment of pulmonary disorders, while providing exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

### **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, Histamine Challenge Tests and Sleep Studies 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 dilution 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 Cardiology Policy and procedure manual.
- Participate in department process improvement projects.
- Maintain infection control procedures to protect patients and staff.
- Maintain a safe working environment.

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- 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/her knowledge and training. Study leave for appropriate in-service training will be supported where possible.
- Attend meetings as required.
- 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 appropriate to the office as may be assigned to him/her from time to time.

### **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:**

- Utilises effective time management skills.
- Maintains professional appearance and dress code.
- Complies with guidelines for absence or tardiness.
- Attends staff meetings, reads email and other postings.
- Attends all required in-services.
- Wears identification badge when working.
- All employees are expected to remain flexible to meet the needs of the department and Hospital.

## PERSONAL SPECIFICATION

<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>▪ M.P.P.M - Certificate in Medical Physics and Physiological Measurement (Dublin Institute of Technology, Kevin Street, Dublin) or equivalent.</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>▪ Have not less than one year post qualifications experience in a Cardiac Department with experience in a Respiratory Catherisation Laboratory, cardiac pacing or echocardiography.</li> <li>▪ Possess Advanced Life Support.</li> <li>▪ Good general knowledge of respiratory.</li> <li>▪ Good organisational and time management skills.</li> <li>▪ Proactive approach to quality control and service improvements.</li> </ul>
<p><b>Job Specific Teamwork Competencies and Knowledge</b></p>	<p><u>Teamwork</u></p> <ul style="list-style-type: none"> <li>▪ Demonstrate ability to work as part of a multi-disciplinary team.</li> <li>▪ Demonstrate motivation and an innovative approach to job.</li> </ul> <p><u>Knowledge/Professional Knowledge</u></p> <ul style="list-style-type: none"> <li>▪ Demonstrate clinical competence and relevant experience in a Respiratory Department.</li> <li>▪ Demonstrate an ability to contribute to overall service development.</li> </ul> <p><u>Planning &amp; Organisational Skills</u></p> <ul style="list-style-type: none"> <li>▪ Demonstrate organisational skills including effective time management.</li> <li>▪ Demonstrate the ability to manage deadlines and effectively manage multiple tasks.</li> </ul> <p><u>Communication &amp; Interpersonal Skills</u></p> <ul style="list-style-type: none"> <li>▪ Demonstrate effective communication skills including the ability to present information in a clear and concise manner.</li> <li>▪ Demonstrate excellent communication skills especially the ability to communicate clear and concise instructions to patients in an understandable fashion.</li> <li>▪ Demonstrate strong interpersonal skills.</li> </ul> <p><u>Customer/Client Focus</u></p> <ul style="list-style-type: none"> <li>▪ Demonstrate an awareness and appreciation of the service user.</li> <li>▪ Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.</li> </ul>

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<b>Personal Competencies</b>	<ul style="list-style-type: none"><li>▪ 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 of hospital management.</li></ul>
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**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** \_\_\_\_\_