

## **Job Description RT**

Position: Full Time Temporary Respiratory Therapist

### Job Requirements:

- Active CRTA registration
- CSRT Registration with liability insurance (can be obtained at time of employment)
- Clear vulnerable population police check
- BLS for healthcare professional
- ACLS (not mandatory)
- First Aid (not mandatory)
- WHIMIS (can be obtained at time of employment)

Hours of Employment/Work Schedule: Monday- Friday 7:30am to 4:00pm

### Duties:

- Daily calibration of PFT equipment and proper documentation
- Monthly PFT equipment checks
- Monthly/Weekly Bio Calibrations
- Performs all the required testing in accordance with the written laboratory policy and procedure manual while ensuring accuracy and reproducibility of test results.
- The recording and reporting of critical values.
- Files the chart alphabetically and places the completed tests in the to be interpreted file or provides it to front of the office staff if they have requested it.
- Ensures the safe and thorough documentation and storage of patient records. Respects the confidentiality of the patient records.
- Maintains ongoing positive communication with all other staff members
- Works in a cooperative and professional manner
- Participates in ongoing education
- Ensure the clinic is clean, organized and adheres to all infection control guidelines.
- Printing of requisitions: To be completed 2 at a time and filed either in the to be called binder OR entered into med-access and filed in the appropriate day and time.
- Answering the phones: Chinook Lung function clinic \_\_\_\_\_ speaking/can you please hold.

- Phoning the to be called binder to schedule patients and schedule appointments or file in the Booked/No Show/Message Left binder.
- Stock rooms: Mouth pieces, nose clips and chambers.
- Cleaning: Wipe down door handles/ waiting room chairs
- Cleaning: Vinegar booths/vacuum out bottom of booth
- Check emergency bin in room 1: Full/expiring soon---AED battery