

SUBJECT: STAFF QUALIFICATIONS AND COMPETENCY	REFERENCE #1005
DEPARTMENT: HOSPITALWIDE	PAGE: 1 OF: 3
APPROVED BY:	EFFECTIVE: REVISED:

POLICY:

- Every position within the organization shall have a written, clearly defined job description.
- Each individual job description shall take into account the following:
 - _____ Hospital's mission
 - Care, treatment and services provided by _____ Hospital
 - The care, treatment and services needed by the patient population that _____ Hospital serves
 - Equipment and technology used
 - Professional practice guidelines
 - General competency requirements established by hospital policy, such as attending hospital orientation or annual HIPAA guidelines review
 - Patient and staff safety
 - Federal, state, local or other legal requirements
 - Health status and requirements of staff
- It is the policy of this organization to demonstrate, assess, maintain and improve staff competence on an ongoing basis. Additionally, a system for assuring the licensure, registration and certification required for patient care staff is continually maintained.
- The competency of all staff, whether they are an employee of this hospital or an employee of a licensed independent practitioner shall be assessed using a single set of criteria.
- Comprehensive staffing plans that take into account the scope and complexity of care, treatment and services needed by patients shall be developed for each unit and department of the organization.

SUBJECT: BACKGROUND SCREENING	REFERENCE #1109
DEPARTMENT: HUMAN RESOURCES	PAGE: 1 OF: 4
APPROVED BY:	EFFECTIVE: REVISED:

POLICY:

- It is the policy of _____ Hospital not to employ or retain persons in positions of trust who have demonstrated a propensity to engage in illegal activities. This includes individuals who are to provide care, treatment or services. If a person has been excluded from participation in a federally-funded or state-funded healthcare program, that person will not be eligible for employment or be associated with _____ Hospital. At the time of the exclusion, _____ Hospital may terminate employment/relationship. If the person has not been excluded from participation in a healthcare program, but has been convicted of a criminal offense, the nature of the conviction and the responsibility of the person with _____ Hospital will be considered in determining whether to employ or terminate employment/association with the individual.
- The inquiries into the background of employees, volunteers, vendors and prospective employees and vendors are intended to comply with federal and state laws, and are required as per the hospital’s corporate compliance plan.
- All contracts with academic agencies that utilize the organization to advance education for their students, will include a requirement for criminal background screening of any students providing care, treatment or services. It is understood that these academic agencies will abide by the terms of this policy.

PROCEDURE:

- Human Resources Department Responsibilities:
 - The Human Resources Department is responsible for screening:
 - All applicants are screened upon completion of application
 - Volunteers are screened prior to job assignment
 - Screening will determine whether the individual has:
 - A conviction of any sort or an unfavorable credit history that may be inconsistent with the duties of the position, or
 - Has been listed by a federal agency as debarred, excluded or otherwise ineligible for federally-funded healthcare program participation

SUBJECT: ASSIGNING DISASTER RESPONSIBILITIES TO VOLUNTEER LICENSED NON-INDEPENDENT PRACTITIONERS	REFERENCE #1202
	PAGE: 1
DEPARTMENT: HUMAN RESOURCES	OF: 3
	EFFECTIVE:
APPROVED BY:	REVISED:

POLICY:

- It is the policy of _____ Hospital to have a process in place to assign disaster responsibilities to volunteer licensed non-independent practitioners to meet the immediate needs of the organization and its patient population during times of disaster.
- A volunteer practitioner is defined as those practitioners who are required by law and regulation to have a license, certification or registration to practice their profession.
- Assigning disaster responsibilities to volunteers shall be made on a case-by case basis, taking into consideration the needs of the organization, the patient population and the qualifications of the practitioner.
- Assigination of disaster responsibilities to volunteer practitioners shall only be made when:
 - The emergency management plan has been implemented
 - _____ Hospital is not able to meet the immediate needs of patients with existing staff
- A streamlined process for verifying practitioner competence shall be implemented including, at a minimum:
 - Licensure, certification or registration verification
 - Oversight of care and treatment provided by the practitioner
- _____ shall be responsible for assigning disaster responsibilities to volunteers and maintaining a list of all volunteer practitioners and the responsibilities they have been assigned
- Oversight of the professional performance of volunteer practitioners will be performed by _____. This oversight will include:
 - Direct observation
 - Mentoring
 - Clinical record review

SUBJECT: ORGANIZATIONAL PERSONNEL EDUCATION PLAN	REFERENCE #2202
	PAGE: 1 OF: 6
DEPARTMENT: HUMAN RESOURCES	EFFECTIVE:
APPROVED BY:	REVISED:

POLICY:

It is the policy of _____ Hospital to provide ongoing programs that will educate or enhance our employees in the day-to-day performance of their job duties and improve competence.

INSERVICE RESPONSIBILITIES:

- The following occurs for staff, students and volunteers who work in the same capacity as staff providing care, treatment and services:
 - Each department manager/director/supervisor is responsible for providing current and factual information to his or her employees regarding performance of their job duties. New methods, procedures or policies governing such duties shall be conveyed to the employees in a manner that is understandable and reasonable to all involved. Proper documentation is required of all such programs.
 - The Chief Executive Officer and/or Human Resources Department will provide up-to-date and factual information to all employees regarding policies, procedures and benefits. In most cases, policies and procedures will be conveyed to department managers/directors who will convey such information to their employees. Information regarding benefits will be distributed to the employees as deemed proper and reasonable by the Human Resources Director and/or Chief Executive Officer. Handbooks containing information about the benefit plans are available from the Human Resources Department. New employee orientation is held for all new employees.
 - Inservice information shall be posted to inform employees of upcoming inservices at the facility and in the community.

PROCEDURE - INSERVICE ATTENDANCE WITHIN THE HOSPITAL:

- Inservice education will be provided for staff, students and volunteers who work in the same capacity as staff providing care, treatment or services.
- Training will be provided when job responsibilities or duties change. This includes changes brought about by new technology.
- Inservices and other educational activities are conducted to increase staff, student and/or volunteer knowledge of work-related issues.
- Inservices and other educational activities are structured to meet the needs of the population served.

POSITION DESCRIPTION / PERFORMANCE EVALUATION

Job Title: Respiratory Therapist
 Prepared by: _____
 Date: _____

Supervised by: Cardiopulmonary Services Manager
 Approved by: _____
 Date: _____

Job Summary: Under the supervision of the Cardiopulmonary Services Medical Director and Department Manager, the Respiratory Therapist is responsible for providing cardiopulmonary care services in accordance with specific physician's orders, department policies and procedures.

DUTIES AND RESPONSIBILITIES:

E = Exceeds the Standard M = Meets the Standard NI = Needs Improvement

<u>Demonstrates Competency in the Following Areas:</u>	<u>E</u>	<u>M</u>	<u>NI</u>
Maintains knowledge of the various methods of oxygen delivery, including the necessary equipment. Remains alert to and assesses possible side effects to oxygen delivery.	2	1	0
Administers respiratory therapy treatments, understands the purpose of each and the possible side effects associated with each.	2	1	0
Sets-up and monitors mechanical ventilators and the associated critical care duties required for such treatment, such as airway management and tracheal suctioning.	2	1	0
Able to assess patient pain interfering with optimal level of function or participation in rehabilitation. Makes appropriate physician contact for intervention.	2	1	0
Performs arterial punctures to obtain arterial blood samples for blood gas analysis, and understands the possible complications and contraindications associated with the procedure.	2	1	0
Follows departmental equipment sterilization procedures.	2	1	0
Documents all pertinent data on the patient's medical record following completion of any service.	2	1	0
Maintains a thorough knowledge of all departmental forms, flow charts, logbooks and their proper usage.	2	1	0
Performs EKGs, types report interpretations, sends reports to physicians who requested them and files reports in department, according to department procedures.	2	1	0
Demonstrates knowledge and understanding of the differences in techniques and treatment modalities as performed on patients of varying ages, including neonate, pediatric, adolescent and geriatric patients, as well as the general patient population.	2	1	0
Demonstrates knowledge and understanding of oxygen concentrations and medication doses as they relate to patients of varying ages, including neonate, pediatric, adolescent and geriatric patients.	2	1	0
Follows the five (5) medication rights and reduces the potential for medication errors.	2	1	0
Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors.	2	1	0
Manages and operates equipment safely and correctly. Inspects and tests respiratory therapy equipment to ensure that it is functioning safely and efficiently.	2	1	0
Maintains thorough knowledge of hazards of oxygen therapy.	2	1	0
Formulates a teaching plan based on identified learning needs of a patient and evaluates effectiveness of learning, Patient's family is included in teaching as appropriate.	2	1	0
Treats patients and their families with respect and dignity. Coordinates and directs patient care to ensure patients' needs are met and that hospital policy is followed.	2	1	0