

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

EMS

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Emergency Medical Services Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED	3. CLASS TITLE Respiratory Care Practitioner
4. WORKING HOURS/SCHEDULE TO BE WORKED	5. SPECIFIC LOCATION ASSIGNED TO
6. PROPOSED INCUMBENT (if known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-700-8276-906

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. **BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general direction of the Physician designated for deployment, the Respiratory Care Practitioner (RCP)/Respiratory Therapist (RT) is a member of an assigned California Medical Assistance Team (CAL-MAT) Unit. The RCP/RT is responsible for independently administering complex respiratory therapy treatment to critically ill patients; performing physical assessments of patient cardiopulmonary status, including physical exam, auscultation, non-invasive monitoring and patient history; assisting during medical emergencies, including cardiopulmonary arrest, to ensure adequate airway is maintained using suction equipment, artificial airways and bag-valve-masks. Supervises the activities of RCP/RT.

9. Percentage of time performing duties
10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*

The RCP/RT will:

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| 30% | <ul style="list-style-type: none"> Perform physical assessments of patient cardiopulmonary status, including physical exam, auscultation, non-invasive monitoring and patient history. |
| 25% | <ul style="list-style-type: none"> Measure pulmonary function status including - but not limited to - peak flow, vital capacity and airway pressure. |
| 25% | <ul style="list-style-type: none"> Conduct various critical aspects of respiratory therapy, including mechanical ventilation, airway management, blood gases, and therapy. |
| 15% | <ul style="list-style-type: none"> Monitor and interpret patient data, such as hemodynamics and pulmonary artery pressure, pulse oximetry, end-tidal CO₂ and vital signs. |

11. **SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

12. **EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

5%

- Supervise activities of RCP/RT by monitoring and evaluation of work performance such as: patient contact time, completeness of necessary paperwork, etc.

KNOWLEDGE AND ABILITIES

Knowledge of: Procedures for evaluating pulmonary dysfunction; procedures for providing ventilatory assistance to conscious and unconscious clients safely and effectively; respiratory disorders and appropriate therapeutic methods and practices; use and care of respiratory equipment, including aseptic procedures and sterilization techniques; procedures for keeping clients' airway free from obstruction; basic principles of training and supervision; basic pathology of respiratory disorders and nursing care.

Ability to: Perform various respiratory therapy procedures safely and effectively, apply emergency methods of cardiopulmonary resuscitation; employ appropriate tests and measures for evaluation of pulmonary dysfunction and to properly interpret results; obtain the confidence and cooperation of clients; analyze situations accurately and take appropriate action.

Special Requirements

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating 12 hour shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

Special Personal Characteristics

Aptitude for and interest in working with acute and chronically ill respiratory clients; sympathetic understanding of respiratory clients, their attitudes and problems; willingness to comply with prescribed procedures; patience and emotional stability; aptitude and interest in working with long-term ventilator dependent clients.

Travel within and outside the State of California is required for this position.

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in disaster planning and response, emergency medical services, public health administration and/or or a health/ medical background; principles and techniques of organization, administration, and management; purposes, activities, and legislation of the Emergency Medical Services Authority.
- Excellent leadership and problem solving skills,
- Analyze situations accurately, make recommendations, and take effective action.
- Willingness to work as a team member with other professional staff; willingness to provide patient-oriented services.

INTERPERSONAL SKILLS

- Work well as part of a team and independently as necessary
- Build good working relationships with constituents, colleagues, and consultants.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Shall be required to work in the field, with a Mission Support Team, or location to provide assistance in emergency response and recovery activities.
- Ability to accept a 14 consecutive day deployment with the potential to decrease or extend (This means all personal appointments should be cleared before accepting this assignment).
- Ability to work irregular work hours (7 days a week, 12 hour shifts)
- Ability to function in austere living conditions such as base camp style (or similar) housing/lodging.

- Ability to self-sustain for first 24 to 72 hours.
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Ability to consistently exercise good judgment and effective communication skills.

PHYSICAL ABILITY:

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental, and emotional) situations as may be encountered during deployments without compromising their health and well-being, or that of their fellow team members or patients.