DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Medical Services – Respiratory Care	CLASSIFICATION TITLE Respiratory Care Practitioner, Correctional Facility				
	WORKING TITLE				
	COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)	EFFECTIVE DATE				

California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.

PRIMARY DOMAIN:

Under the general medical supervision of the Respiratory Care Supervisor (RCS), Correctional Facility (CF), the Respiratory Care Practitioner, CF, in collaboration with physicians, nurses, and other members of the interdisciplinary health care team, assists in the evaluation of pulmonary dysfunction in patients and provides the full range of cardiopulmonary therapeutic and diagnostic modalities. The Respiratory Care Practitioner, CF maintains order and supervises the conduct of the incarcerated and protects and maintains the safety of persons and property.

% of time performing duties	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 addition sheet if necessary)*
	ESSENTIAL FUNCTIONS
40%	Provides respiratory therapy and diagnostic testing within the parameters set forth by the Respiratory Care Board of the state of California, the patient's medical condition, physicians' orders, and departmental policies, procedures, and protocols. Processes all physicians' orders and schedules appointments as required. Evaluates and documents the effectiveness or current status of respiratory therapy in the Unit Health Record and appropriate logs. Effectively communicates relevant findings to the medical and nursing staff as appropriate.
40%	Supplies respiratory medical equipment to patients as ordered by the physician or other appropriate health care team member. Educates patients in the use of metered dose inhalers, improved breathing techniques, bronchial hygiene, and other therapeutics as necessary and cleans, checks, and monitors all respiratory equipment throughout the institution as required. Completes required Department equipment record logs and reports.
10%	Attends and participates in Respiratory Care departmental meetings and In-Service Training. Assists with orientation of new staff. Participates in unit meetings and quality improvement activities such as chart review audits. Provides education and hands on training to nursing staff in the

	administration of respiratory treatments, diagnostic procedures, medical equipment, therapeutic gases, and disease prevention as necessary. Attends all training, meetings, and seminars as needed or required.
5%	Prevents escape and injury of patients; maintains security of working areas and work materials; and inspects premises and may search patients for contraband, including weapons or illegal drugs.
5%	Performs other duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Fundamentals of cardiopulmonary physiology, fluids, and electrolytes; recognition, interpretation, and recording of signs and symptoms of respiratory dysfunction and medication side effects, particularly those that require notification of a physician; initiation and maintenance of cardiopulmonary resuscitation and other life support procedures; prevention of contamination and of transfer of infection through appropriate aseptic techniques; mechanics of ventilation and ventilator function; principles of airway maintenance including endotracheal and tracheostomy care; effective and safe use of equipment for administering oxygen and other therapeutic gases, and for providing humidification, nebulization, and medication; pulmonary function testing and blood gas analysis; methods that assist in the removal of secretions from the bronchial tree, such as hydration, breathing and coughing exercises, postural drainage, therapeutic percussion and vibration, and mechanical clearing of the airway through proper suctioning techniques; procedures and observations to be followed during and after extubation or decannulation of artificial airways, recognition of, and attention required for, the psychological needs of the patients; basic principles of training and supervision; and 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 patients; and analyze situations accurately and take appropriate action. **LICENSE REQUIREMENT** A license to practice Respiratory Care issued by the Respiratory Care Board of California. Must also possess a current Basic Life Support Certification (BLS). **OTHER DOMAINS** **SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT** • CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a “NO HOSTAGE” policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. **SPECIAL PHYSICAL CHARACTERISTICS** 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 encountered on the job without compromising their health and well-being or that of their fellow employees or that of patients. Assignments may include sole responsibility for the supervision of the incarcerated and/or the protection of personal and real property. **SPECIAL PERSONAL CHARACTERISTICS** • Influence change and strengthen the community. Set an example each day through positive and

	pro-social role modeling, utilizing dynamic security concepts. • Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. • Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. • Ability to build trust, improve communication, and assist with the transformation of correctional culture. • Empathetic understanding of patients of a State correctional facility. • Willingness to work in a State correctional facility; tact; alertness; keenness of observation. • Aptitude for and interest in working with acute and chronically ill respiratory patients; sympathetic understanding of respiratory patients, their attitudes, and problems. • Willingness to comply with prescribed procedures; patience and emotional stability; and aptitude and interest in working with immunosuppressed dependent patients requiring long term care.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

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 balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE