IDENTIFICATION

<table>
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<th>Department</th>
<th>Position Title</th>
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<tr>
<td>Northwest Territories Health and Social Services Authority</td>
<td>Clinical Coordinator – Respiratory Therapy</td>
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<tr>
<th>Position Number(s)</th>
<th>Community</th>
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<tr>
<td>17-11319</td>
<td>Yellowknife</td>
<td>Critical Care Services/Stanton</td>
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PURPOSE OF THE POSITION

The Clinical Coordinator (CC) is responsible for the provision, supervision and coordination of respiratory therapy services. These services will be performed in accordance with the Canadian Society of Respiratory Therapists’ (CSRT) standards of practice, Stanton’s clinical practice guidelines, and its’ philosophy and objectives. This will support and enhance the patient’s physical, emotional, psycho-social, spiritual, educational and every day needs.

SCOPE

Stanton is an accredited facility, located in Yellowknife, Northwest Territories (NWT). Stanton is the referral center for approximately 43,000 NWT residents and 5,900 residents from the Kitikmeot Region of Nunavut. Stanton provides health care services to adults and children on an inpatient/outpatient and outreach basis in order to restore health with dignity. Stanton recognizes the health hazards associated with tobacco in the workplace, both to smokers and non-smokers alike. Therefore, Stanton maintains a tobacco free environment within the building and throughout the property.

Located within Stanton and reporting directly to the Manager, Critical Care Services; the CC of Respiratory Therapy works from 07:00-15:00, Monday to Friday; as well as, shares on-call duty for after-hours services with the other Respiratory Therapists (RT) on staff. The CC is responsible for directing and participating in the provision of culturally sensitive diagnostic and therapeutic care to patients with respiratory diseases, insufficiencies, failures or other associated problems by planning, implementing, auditing and following up care plans and respiratory procedures. In addition, the Clinical Coordinator is responsible for the daily operations of the department.
The Respiratory Therapy department has approximately 22,000 encounters per year where patients/clients range from scheduled clients for outpatient testing to critically ill patients requiring airway management and mechanical ventilation. The incumbent develops and delivers appropriate training, arranges for external training, revises policies and procedures to meet current standards of practice where appropriate, ensures that the staffing levels meet patient acuity needs and has a direct care role.

The CC of Respiratory Therapy models and promotes excellence through the hands on delivery of respiratory therapy to patients or by providing seasoned advice and/or recommendations to RTs and other members of the health care team when faced with difficult or unusual situations. As an educator, resource and mentor, in respiratory therapy, the CC helps guide RTs from task orientation to more empowered analytical thinking and care giving approaches. These provisions have a direct impact on the quality of services delivered to clients and their families, and on the overall cost of the services provided.

Based on patient census and acuity throughout Stanton, the CC may be required to provide standardized respiratory therapy within the scope of a RT’s practice.

**RESPONSIBILITIES**

1. **Coordinates the delivery of respiratory therapy services within Stanton.**
   - Supervises the application of therapeutic care, diagnosis, treatment, advanced clinical procedures, and the operation of specialized equipment and instrumentation.
   - Schedule (or delegate the scheduling of) all procedures and ensure that appropriate equipment, tools and supplies are available for the scheduled procedures.
   - Liaises with the medical team, other departments and with appropriate levels of management.
   - Researching, planning and evaluating RTs scope of practice within Stanton.
   - Monitor staffing patterns of the department and organize the necessary human resources to meet staffing requirements (i.e. regular scheduling, scheduling of locum RTs, calling in RTs to cover illnesses or vacations, approve overtime and call backs, etc.)
   - Ensure that the stock of department supplies (medical and non-medical) are adequate and arrange for the ordering of supplies as required.
   - Oversees on-going maintenance, troubleshooting, calibrating, and coordinating equipment repairs as needed.
   - Participates in capital project planning, purchase decisions and budgets.
   - Manage the performance of staff (i.e. performance appraisals, progressive discipline, etc.)
   - Approval of leave in accordance with Stanton Leave Approval Authorities.
   - Monitor department’s budget and manage CC’s spending authority ($5000 limit) to ensure fiscal responsibility and accountability.
   - Collect, monitor and report department statistics on a monthly, quarterly and annual basis.
2. **Monitor the quality of respiratory therapy services within Stanton and identify training requirements of staff within the department in order to effectively meet the health care needs of the patients.**

- Conduct audits on the delivery of respiratory therapy services by individual RTs and identify learning needs, develop RT specific training/learning plans and facilitate or arrange for the delivery of training identified within the specific training/learning plans.
- Conduct department audits to determine department wide training requirements and arrange for the delivery of appropriate training accordingly.
- Coordinate services with outside agencies/centers/institutions to facilitate a patient’s return to optimal health.
- Coordinate/provide in-patient consultations as requested by physicians.
- Create/revise and implement policies and standards of respiratory care.
- Ensure implementation and evaluation of Accreditation Canada Standards and Practices (i.e. Required Organizational Practices).

3. **Advocate practice environments that have the organization and resource allocations necessary for safe, competent and ethical respiratory therapy services.**

- Participates in the recruitment, selection and retention of RT staff.
- Provide coaching and leadership to students, nurses, peers, physicians and other members of the health care team to develop skill levels necessary to achieve the standard of care.
- Collaborate with physicians, peers, nurses and other members of the health care team to advocate for health care environments that are conducive to the ethical practice and to the health and well-being of patients and staff.
- Participates on committees, task forces, and research projects as required, related to the Respiratory Therapy department and Critical Care Services.

4. **Develop and facilitate the delivery of a respiratory orientation program and provide training and education sessions within Stanton.**

- As a clinical or professional practice lead, mentors, promotes and ensures standards of practice, responds to clinical questions, and coordinates on-going skills development.
- Develop, implement and evaluate orientation programs to ensure staff has the necessary resources to achieve optimal health care for their patients.
- Liaise with Aurora College and other educational institutions to facilitate the clinical experience of nursing and other allied health students and graduates with respect to respiratory care.
- Conduct and/or arrange for the delivery of orientation of new employees within the Respiratory Therapy department.
- Develop and deliver training/professional development in-services based on individual/group needs within Stanton.
5. Model excellence by providing direct respiratory therapy services to Stanton patients using a problem solving approach and in accordance with the standards, guidelines and scope of professional respiratory practice to facilitate care of patients.
   - Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach which best meets the needs of the patient.
   - Assist patients to achieve their optimum level of health in situations of normal health, illness, injury, or in the process of dying.
   - Advocate the dignity and self-respect of patients.
   - Promote the autonomy of patients and help them to express their health needs and values to obtain appropriate information and services.
   - Safeguard the trust of patients in that information learned in the context of a professional relationship is shared outside the health care team only with the patient's permission or as legally required.
   - Apply and promote principles of equity and fairness to assist patients in receiving unbiased treatment and a share of health services and resources proportionate to their needs.
   - Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice.

6. Model excellence by facilitating, implementing and modifying patient and family educational/teaching based on the needs of the patient.
   - Use a holistic approach to facilitate individual learning of patients and their families upon admission and transfer or discharge in relation to patient illness or injury (i.e. self-care, health promotion, etc.).
   - Assess the patient for physical and psychological needs, their knowledge of their health, disease process and learning needs.
   - Research, develop, revise and evaluate on an ongoing basis, educational resources necessary to support patients.
   - Facilitate the admission and transfer or discharge of patients. This includes explaining and ensuring that the patient understands the admission or discharge plan (established by the Health Care Team for the patient’s care and treatment).

WORKING CONDITIONS
(Working Conditions identify the unusual and unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands
The incumbent’s day will be divided between direct patient care and operational administrative duties. In addition, the incumbent will be required to bend and stand in awkward position while performing patient assessment or care and sitting at a desk.
**Environmental Conditions**

During their shift (100% of time) an incumbent will be exposed to communicable diseases, blood and body fluid, hazardous materials (sharps, toxic cleaning and sterilizing solutions) that can result in potential health risk to the incumbent.

**Sensory Demands**

The Clinical Coordinator will be required to use the combined senses of touch, sight, smell and hearing during on-going assessment and continuous observation of patients Stanton and while auditing the delivery of respiratory therapy services.

**Mental Demands**

The Clinical Coordinator may be exposed to emotionally disturbing experiences. The Clinical Coordinator is expected to remain calm, controlled and professional, regardless of the situation and demonstrate compassionate care to the client, family and other members of the health care team.

In addition, within the health care setting there can be significant lack of control over the work pace, with frequent interruptions that may lead to mental fatigue or stress.

There is uncertainty in knowing what to expect while at work. There is legitimate concern about being responsible for the lives of patients and their families, risk of assault and unknown and unpredictable situations.

The Clinical Coordinator is required to be motivated and innovative in the area of continuing education and practice to encourage professional growth of self and others.

Limited coverage requires the Incumbent to work 37.5 hours/week, and be on-call and available 24 hours a day (rotates between the Respiratory Therapists on staff). Based on the demand for respiratory therapy services the individual on-call is called on a very regular basis (Anywhere from 3 - 7 times per week) which has a significant impact on the incumbents' personal and private life.

**KNOWLEDGE, SKILLS AND ABILITIES**

- The CC must have advanced knowledge and experience of respiratory therapy.
- Knowledge of education principles related to adult learners in order to develop and deliver subject-specific training and development.
- Knowledge and ability to use computer, operate word processing applications, send and receive electronic mail, and conduct research over the internet.
- An ability to educate patients and their families (where applicable) on appropriate self-care methods and techniques.
- Knowledge and ability to network resources within and outside Stanton (i.e. other provincial health authorities, Social Services, Public Health, medivac teams etc.)
- An ability to operate and/or use standard and/or specialized medical equipment.
• Aware of and implements, monitors and audits patient and organizational safety initiatives.

**Typically, the above qualifications would be attained by:**

The successful completion of a Respiratory Therapy Diploma and a Bachelor of Science Degree, designation as a Registered Respiratory Therapist, five years recent Respiratory Therapy experience in an acute care facility, with one-year experience in program development, training and delivery.

**ADDITIONAL REQUIREMENTS**

**Stanton Regional Requirements**

Within Stanton all Registered RTs must be registered with the CSRT and have successfully completed a criminal record check.

Within Stanton all Registered RTs must be able to acquire within a reasonable time frame and remain current with the following mandatory certifications:

- Workplace Hazardous Materials Information System (WHMIS)
- Fire Training
- FIT Testing
- Infection Control
- Basic Cardiopulmonary Resuscitation (CPR)
- Privacy
- Workplace bullying
- Advanced Cardiovascular Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- Neonatal Resuscitation Program (NRP)

**Position Security** (check one)

- [ ] No criminal records check required
- [ ] Position of Trust – criminal records check required
- [x] Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one)

- [ ] French required
- [ ] French preferred
- [x] French not required