



Job Code: 9150

Grade: 22

HCWR: N

Job Title

Associate Manager of Respiratory Services

Department

Respiratory Services

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Associate Manager of Respiratory Services manages and oversees the respiratory care services for critically ill patients throughout Cook County Health (CCH). Responsible for training, supervision, evaluation, and discipline of Respiratory Services staff. Interprets and implements respiratory guidelines, hospital and departmental policy. Supports the Manager of Respiratory Services in daily operations. Monitors and ensures service quality, efficiency and effectiveness throughout CCH.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary



Typical Duties

- Manages, delegates, monitors, and coordinates work activities in all areas serviced by Respiratory Services.
- Completes routine rounds in patient care areas.
- Participates in the interview process, selection, and placement of new staff. Determines staffing needs and resolves staff problems.
- Monitors and reports quality and quantity of Respiratory Therapy procedures, evaluates and documents effectiveness of therapeutic objectives.
- Participates in the evaluation, development, and implementation of policy and procedures related to respiratory care. Orients Respiratory Therapy staff in the application of Respiratory Therapy procedures and policy. Plans, organizes, and directs mandatory training, assuring compliance for all eligible employees under their jurisdiction.
- Assures that staff credentials are current and staff is in compliance with CCH personnel policies.
- Attends hospital committee meetings and represents the department.
- Applies federal regulations, and the science of respiratory care for the provision of patients in a Level 3 hospital.
- In collaboration with the Manager of Respiratory Services, oversees quality assurance and other monitoring programs as related to Respiratory Therapy.
- Conducts patient care audits to assure standards of care and performance compliance.
- Conducts and records staff meetings. Responsible for accurate, timely, and legible maintenance of statistical reports to document patient service information.
- Acts as a liaison with medical staff and administration for the department.
- Completes special projects as assigned, setting timelines as appropriate.
- Leads the Respiratory Services department in the absence of the Manager of Respiratory Services.
- Performs other duties as assigned.

Minimum Qualifications

- Currently registered by the National Board for Respiratory Care (NBRC) as a Registered Respiratory Therapist (RRT)
- Licensed as Respiratory Care Practitioner (RCP) in the State of Illinois
- Three (3) years of experience in a clinical role in Respiratory Care
- One (1) year of supervisory or lead respiratory therapist experience in an acute setting
- Current Basic Life Support (BLS) certification
- Position may require moderate travel for which the employee must have a valid driver's license/insured vehicle or other equivalent means of transportation for work
- Ability to work on holidays and weekends, as needed
- Able to work weekends, as necessary

Preferred Qualifications

- Bachelor's Degree from an accredited college or university
- Five (5) years of experience in a clinical role in Respiratory Care
- Three (3) years of supervisory or lead respiratory therapist experience in an acute care



Preferred Qualifications

setting

- Current Neonatal Resuscitation Program (NRP) Provider and have current Neonatal Pediatric Specialist (NPS) credentials

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of respiratory therapy procedures, supplies, and equipment
- Knowledge and understanding of Joint Commission standards, Occupational Health and Safety Administration (OHSA), local, state, and federal regulations
- Knowledge of Health Insurance Portability and Accountability Act (HIPAA) regulations
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Excellent program development, management and leadership skills
- Excellent interpersonal skills
- Demonstrate attention to detail, accuracy and precision
- Demonstrate analytical and organizational, problem-solving, critical thinking and conflict management/resolution skills
- Ability to prioritize, plan and organize projects and tasks
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to utilize Microsoft Office
- Ability to adhere to department policies and standards utilizing best practices incorporating the use of electronic health record (EHR)

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.