



**Job Code:** 9788  
**Grade:** 24  
**HCWR:** N

**Job Title**  
Director of Respiratory Safety

**Department**  
Respiratory Therapy

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

**Job Summary**

The Director of Respiratory Safety is a clinical expert who is responsible for oversight of the safe practice, training, and competency of Respiratory Therapists. This position provides leadership to assure the use of disciplined improvement processes and tools, and performance measurement. The Director of Respiratory Safety monitors project goals and milestones, achieving sustainable positive outcomes from improvement work, and for identifying opportunities to spread standardized best practices. This position will work closely with leadership and staff across Cook County Health (CCH) to understand strategic direction and priorities to promote Patient Safety.

**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



**General Administrative Responsibilities**

*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**

- Leads the Respiratory safety education and practice oversight for Respiratory Therapy.
- Works collaboratively with all levels of CCH staff to produce measurable improvements in patient safety in both process and outcome.
- Serves as the subject matter expert to the Respiratory Care Accreditation (RCA) subcommittee, Quality, Safety, Risk, and others as required and in the scope of practice.
- Conducts proactive risk assessments on Respiratory practices.
- Reviews and updates Respiratory Therapy policy and procedure.
- Recommends and facilitates change within CCH organization to improve patient safety based on identified risks.
- Responsible for the educational program of Respiratory Therapy by providing competency-based education to therapists and other departments and staff as needed.
- Creates a positive learning environment through encouraging and promoting staff engagement.
- Evaluates student clinical program effectiveness and communicates with key stakeholders.
- Collaborates with CCH Leadership and others in support of a High Reliability Organization fostering patient safety and transparency.
- Attends and participates in meetings and committees pertaining to all matters relating to Respiratory Therapy. Performs other duties as assigned.

**Minimum Qualifications**

- Registered by the National Board for Respiratory Care (NBRC) as a Registered Respiratory Therapist (RRT)
- Licensed by the Illinois Department of Professional Regulation as a Licensed Respiratory Care Practitioner (RCP)
- Master's degree from an accredited college or university
- Five (5) years of experience in acute care setting
- Five (5) years of experience as an RRT providing clinical education
- Experience overseeing protocol development, competency oversight, policy and procedure, and/or respiratory safety practices
- Advanced Cardiac Life Support (ACLS) certification
- Must be able to travel to CCH work sites



**Preferred Qualifications**

- Eight (8) years of experience in acute care setting
- Eight (8) years of experience in educational role over clinical practitioners
- Registered by the National Board for Respiratory Care (NBRC) as an Adult Critical Care Specialist (ACCS)
- Registered by the National Board for Respiratory Care (NBRC) as a Neonatal Pediatric Specialist (NPS)

**Knowledge, Skills, Abilities and Other Characteristics**

- Working knowledge of Respiratory procedures and the use of Respiratory equipment
- Excellent interpersonal, verbal, and written communication skills necessary to manage a variety of people from different socio-economic backgrounds
- Computer literacy and keyboarding skills
- Strong customer service and empathy skills
- Ability to demonstrate attention to detail, accuracy, and precision
- Ability to prioritize, plan, and organize projects and tasks
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team
- Ability to see and hear clearly (including with correction)
- Ability to tolerate exposure to unpleasant noise, odor, and temperature
- Ability to walk extensively, lift moderately heavy objects, and climb stairs
- Ability to consistently push, pull, twist, turn, bend, kneel, stoop, lift and reach above shoulder and stand for prolonged periods of time

**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.**