



Government of  
Northwest Territories

**IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Northwest Territories Health and Social Services Authority	Team Leader – Respiratory Therapy	
<b>Position Number(s)</b>	<b>Community</b>	<b>Division/Region(s)</b>
17-11319	Yellowknife	Critical Care Services / Stanton

**PURPOSE OF THE POSITION**

Under the direction of the Manager, Critical Care Services, Stanton Territorial Hospital, the Team Leader provides clinical leadership, clinical supervision and subject matter expertise to the staff of the Respiratory Therapy (RT) Department, and ensures safe and effective patient care and RT practice. The Team Leader carries out an RT practice while providing clinical leadership and support to the other members of the RT team. The Team Leader provides clinical education and mentorship to RT staff in accordance with established standards of RT practice, required organizational practices (ROPs), NTHSSA policies, and related STH procedures.

**SCOPE**

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłı̨chǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłı̨chǫ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance

requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

Stanton Territorial Hospital (STH) is a referral centre for the approximately 43,000 residents of the North West Territories and approximately 6000 residents of the Kitikmeot Region, Nunavut. STH provides the only respiratory therapy program for the NWT and the Kitikmeot Region of Nunavut.

Located within Stanton and reporting directly to the Manager, Critical Care Services; the Team Leader of Respiratory Therapy works from 07:00-15:00, Monday to Friday; and shares on-call duty for after-hours services with the other Respiratory Therapists (RT) on staff. The Team Leader 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, they are 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, 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 Team Leader models and promotes excellence through the demonstration of clinical best practices with patients in collaboration with RNs and RTs, and provides seasoned advice and recommendations to RTs, to help them effectively address complex, difficult or unusual situations. As an educator, resource and mentor, the Team Leader 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 cost of the services provided.

Based on patient census and acuity throughout Stanton the Team Leader will be required to provide standardized respiratory care to any or all of the respiratory units within the scope of an RT's practice and to provide community based consultation to all health centers across the NWT and the Kitikmeot Region of Nunavut.

## **RESPONSIBILITIES**

### **1. Leads the delivery of safe and effective, patient and family centered respiratory care to patients referred to the RT program.**

#### **Main Activities:**

- Supervises the application of therapeutic care, diagnosis, treatment, advanced clinical procedures, and the operation of specialized equipment and instrumentation.
- Liaises with the medical team, other departments and with appropriate levels of management.
- Oversees on-going maintenance, troubleshooting, calibrating, and coordinating equipment repairs as needed.
- Coordinate/provide in-patient consultations as requested by physicians.
- Researching, planning and evaluating RTs scope of practice within Stanton.
- Schedules (or delegate the scheduling of) all clinical procedures and ensure that appropriate equipment, tools and supplies are available for the scheduled procedures.
- Researches, develops and implements patient programming in collaboration with practitioners, key stakeholders, staff, and community members.
- Models and teaches best RT practices in the care of patients and in the implementation of patient and family centered practice.
- Ensures that Aboriginal patients are able to obtain appropriate access to the Aboriginal Wellness Program, and works in conjunction with the Aboriginal Wellness Program Staff to ensure that the cultural, social and spiritual needs of this client group are effectively addressed.
- Ensures that French patients are able to obtain appropriate access to services in the French language.
- Assists patients in obtaining services in their own language as required.
- Assists patients to achieve their optimum level of health in situations of normal health, illness, injury, or in the process of dying.
- Advocates for the dignity and self-respect of patients.
- Promotes the autonomy of patients and helps them to express their health needs and values to obtain appropriate information and services.
- Safeguards 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.
- Applies and promotes principles of equity and fairness to assist patients in receiving unbiased treatment and a share of health services and resources proportionate to their needs.
- Uses 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.)

- Assesses the patient for physical and psychological needs, their knowledge of their health, disease process and learning needs.
- Acts in a manner consistent with their professional code of ethics, responsibilities and standards of practice.
- Ensures that procedures supporting the delivery of safe and effective respiratory care are reviewed and recommends/implements appropriate updates in consultation with the Manager, Practitioners, and other system leaders.
- Participates in STH and territorial quality improvement planning to ensure a standardized approach to respiratory care with patients.
- Coordinates, collaborates, and communicates with NTHSSA, TCSA, and HRHSSA Community Health Centers, Primary Care, Social Programs, Public Health and other key stakeholders to ensure the safe and effective transition of patients between inpatient care and the community.
- Identifies transitional care planning needs for complex patients and coordinates planning and discharge with transitional care team.
- Provides coaching and leadership to peers, students and other members of the health care team (HCT) to develop skill levels necessary to achieve the standard of care.
- Collaborates with nurses, peers and other members of the HCT to advocate 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 related to the RT program.
- Ensures that the stock of unit supplies (medical and non-medical) is adequate and arrange for the ordering of supplies as required.
- Collect unit statistics when required.

**2. Monitors and evaluates respiratory care, and develops/implements quality improvement processes, to enhance the quality of care provided to patients, in order to ensure safe and effective care, and to improve patient & family experience.**

**Main Activities:**

- Conducts audits on the delivery of respiratory services by individual RTs and identifies learning needs, develops training/learning plans and facilitates or arranges for the delivery of training identified within the specific training/learning plans.
- Conducts unit audits to determine unit wide training requirements and arrange for the delivery of appropriate training accordingly.
- Identifies and implements clinical quality improvement processes, and reports on results.
- Works collaboratively with Aboriginal Wellness and other Stakeholders to ensure that staff is trained to be culturally appropriate in their practice. Facilitates the evaluation of culturally appropriate respiratory practice.
- Conducts regular daily rounding on patients to determine their perspective on the

quality of services provided, and to respond proactively to patient needs.

- In consultation with their Manager, develops patient feedback processes, and includes patients in the development of quality improvement processes.
- Coordinates services with outside agencies/centers/institutions to facilitate a patient's return to optimal health and wellness.
- Ensures that all referred patients have an effective respiratory care plan, and that the plan identifies specific actions specific to the patient's return to their family and/or the community.
- Assists manager in revising and/or implementing new respiratory care procedures.
- Ensures implementation and evaluation of Accreditation Canada Standards and Practices (i.e. Required Organizational Practices).
- Collaborates with Patients and families to evaluate their overall experience with STH RT services and care.

**3. Provides Mentorship and professional development support to respiratory staff to ensure that they have the knowledge, skills and abilities to provide quality respiratory care to patients.**

**Main Activities:**

- Conducts a competency based learning needs assessment with each new RT through consultation, direct observation, and the implementation of clinical/chart audits.
- Conducts clinical/chart audits on a periodic basis and reviews audit results with RTs, and develops/implements quality improvement plans as required.
- Establishes a professional development plan for each RT in collaboration with the Manager, Critical Care Services.
- Provides clinical support and education to RTs to facilitate competency development.
- Facilitates a learning environment, in which senior, experienced staff is able to provide appropriate mentorship to staff new to the field.
- Develops, implements and evaluates orientation programs to ensure that the staff have the necessary resources to achieve optimal health care for their patients, and on other units as required.
- Liaises with Respiratory Therapy Colleges to support the positive clinical experience of respiratory students and graduates.
- Conducts and/or arranges for the delivery of orientation and ongoing training of new employees within Critical Care.
- Periodically reviews respiratory knowledge and skill needs to ensure that staff are able to retain their skills and that respiratory skill sets are enhanced in conjunction with emerging best respiratory practices.

**4. Assists the Manager, Critical Care Services in the development of a sustainable RT program, and an effective staff team.**

**Main Activities:**

- Provides coverage for the Manager in their absence, as Acting Manager, Critical Care Services.
- Supports the Manager in planning the human resource needs of the department.
- Assists with the recruitment and hiring of new staff.
- Provides / coordinates orientation to new staff.
- Assists with the review of job descriptions to ensure they reflect current best practices and standards.
- Provides feedback to the Manager on staff individual and team performance.
- Provides developmental feedback to respiratory staff, for the purpose of improving their skills, professionalism, knowledge and enhancing their professional growth.
- Evaluates and recommends developmental/educational opportunities for respiratory staff, including providing recommendations for the inclusion of developmental goals that comprise the performance planning process.
- Holds regular staff meetings to review procedures, share information, develop quality processes, and enhance team performance.

**5. Models excellence by facilitating, implementing and modifying patient and family educational/teaching based on the needs of the patient.**

**Main Activities:**

- Uses a holistic approach to facilitate individualized respiratory treatment 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.).
- Assesses the patient for physical and psychological needs, their knowledge of their health, disease process and learning needs.
- Researches, develops, revises and evaluates on an ongoing basis, educational resources necessary to support patients.
- Facilitates 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**

**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 Team Leader 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 Team Leader may be exposed to emotionally disturbing experiences. The Team Leader 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 Team Leader 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 Team Leader 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:

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

**Position Security (check one)**

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

**French language (check one if applicable)**

French required (must identify required level below)

Level required for this Designated Position is:

**ORAL EXPRESSION AND COMPREHENSION**

Basic (B)  Intermediate (I)  Advanced (A)

**READING COMPREHENSION:**

Basic (B)  Intermediate (I)  Advanced (A)

**WRITING SKILLS:**

Basic (B)  Intermediate (I)  Advanced (A)

French preferred

**Aboriginal language:** To choose a language, click [here](#).

Required  
 Preferred