

TYPICAL WORKING CONDITIONS: Provides monitored and supervised exercise rehabilitation for patients with diagnosed cardiovascular or pulmonary disease, to include MI, CABG, Valve repair/replacement, stents, COPD, Pulmonary Hypertension, and many other medical conditions. Will be required to maintain acute care skills and provide coverage hours as usually assigned.

TYPICAL PHYSICAL DEMANDS: Requires full range of body motion, standing, walking, and/or sitting for extended periods of time. Occasional lifting and carrying items weighing up to 50 pounds. Requires corrected vision and hearing to normal range. Requires working under stressful conditions intermittently. May require exposure to communicable diseases or bodily fluids.

RESPONSIBILITIES:

I. Hardwiring Excellence – responsible to know and adhere to evidence based leadership to achieve excellence.

1. Standards of Behavior
 - a. Adheres to HAMC’s Standards of Behavior and shows an effort towards continuous improvement of personal performance in all areas.
2. Key Words at Key Times – AIDET
 - a. Incorporates AIDET and keywords into daily attitudes and actions.
3. Good communication with subordinates and peers
4. Shows initiative and follow-through in work projects
5. Values and pursues professional education and self improvement

II. Professional attitude, leadership role and team member abilities. Maintains a positive professional role throughout the facility and community.

STANDARDS:

1. Exhibits a positive professional approach when dealing with the public and demonstrates solution oriented involvement with problems of the facility, staff and patients.
2. Shows Respect to Co-Workers by:
 - a. Being on time for report and completing tasks in a timely manner
 - b. Focuses on work duties while at work and deals with personal issues/tasks (ie: phone calls and tasks) during break time.
 - c. Informs co-workers if leaving the work area and where you are going
3. Good communication with subordinates and peers
4. Shows initiative and follow-through in work projects.
5. Values and pursues professional education and self improvement.
6. Timeliness of reports, i.e. evaluations, CQI reporting.

III. Accountability for Safety

STANDARDS:

1. Familiarizes self with and adheres to all facility and department safety policies and procedures.
2. Completes all required annual safety training.
3. Supports and implements safety into all job responsibilities regarding self, other employees, residents/patients and visitors.
4. Reports safety violations (or unsafe observances) to supervisor and/or department head immediately.
5. Promotes a culture of safety to improve employee safety.

IV. Safeguarding the privacy and security of protected health information (PHI) in any form including electronic, written or oral.

STANDARDS:

1. Responsible for safeguarding any PHI or EPHI seen, used or disclosed during this positions normal job functions as stated in the above job responsibilities based on the HIPAA privacy and security policies and procedures.
2. Responsible to conduct any oral discussions of PHI with other staff or with patients and family members in a manner that limits the possibility of inadvertent disclosures.
3. Responsible for maintaining strict confidentiality with any unintentional access to PHI whether written, electronic or oral.
4. Responsible for reporting suspected violations of the safeguarding of PHI or EPHI by any GSHA employee or business associate.
5. Responsible to ensure the use or disclosure of PHI or EPHI that is **not routinely available** to this position must be coordinated with the HIPAA Privacy Officer, Security Officer or designees.

VI. Job Responsibilities:

STANDARDS:

1. Provide education and direction for the Cardiac /Pulmonary Rehab Program
2. Sets and maintains standards of care according to **AACVPR, ACSM, and CMS** guidelines for exercise prescription and risk factor modification
3. Provides education and counseling in risk factor modifications, to include, but not limited to diet, exercise, stress/anxiety, diabetes, tobacco cessation, weight loss, blood pressure goals, cholesterol goals, and medications.
4. Organizes, plans and directs departmental functions/activities to meet established policies/procedures and assist pts in meeting short and long term goals
5. Conducts monitored/supervised exercise sessions using an Individual Treatment Plan, adjusting the plan according to pts' physiological responses to exercise
6. Instructs/monitors pts on warm up and cool down exercises, use of all aerobic exercise equipment, and strength training
7. Monitors telemetry, vital signs, and patients tolerance for exercise
8. Maintain communication with physician on pt progress through progress notes and Individual Treatment Plan on admit, every 30 days, at discharge, and PRN.
9. Proactively contacts medical provider, transports to clinic &/or to the emergency dept as deemed appropriate for patient safety

10. Promotes optimal working relationship and positive attitude with other departments and medical staff to allow for the best patient outcome possible
11. Develops, modifies, and reviews each patients exercise prescription/Individual Treatment Plan with pt's primary physician or HAMC Cardiopulmonary Rehab Medical Director.
12. Performs duties as assigned by the Cardiopulmonary Rehab Coordinator (i.e. time account, crash cart checks, charging portable suction, maintain calendar of physician coverage)
13. Is knowledgeable and contributes professionally in CQI as applicable
 - a. Assists in chart review as assigned
 - b. Performs discharge calls as assigned and during down time
 1. Deals with patient issues noted from the phone calls, or refers to the appropriate person as necessary
 2. Completes discharge call form
 3. Assist with data collection from the discharge calls
14. Assure accurate charges are entered into the computer each day

**SELF IMPROVEMENT:
STANDARDS**

1. Attends 6 of 12 IDMs offered each year
2. Verifies competencies in Basic Life Support and Advanced Cardiac Life Support bi-annually.
3. Maintains professional development through workshops, inservices, and/or professional membership.
4. Completes yearly online HAMC Education, updating self on safety, infection control, and HIPPA.
5. Is knowledgeable of and contributes professionally to CQI as applicable
6. Supports HAMC mission and vision statements

TO BE COMPLETED BY EMPLOYEE:

"I have read and understand my job description".

Signed _____ Dated _____

REVISED/REVIEWED: Revised 4/6/2018 (Use Only One & Include Date)

NOTE – Update Annually in Network Folder and with Employee. Best to complete employee's during annual evaluation and forward to Human Resources for filing.