


Job Title	Superintendent Respiratory Therapist				
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1.0 Organisational Relationships:

- 1.1 Reports to: Director, Department of Intensive Care Services
- 1.2 Responsible for: All Senior Respiratory Therapists and Respiratory Therapists
- 1.3 Liaises with: Consultant Intensivists, Chief / Deputy Chief Anaesthetic Technician, Medical and Nursing staff assigned to work in The Intensive Care Units

2.0 Job Summary:


Plan, organise and direct activities for treatment of the patients requiring respiratory therapy. Develop goals and objectives and develop new techniques to meet Departmental and patient needs. Monitor and supervise staff. Prepare the Department operating budget and ensure high standards of service.

3.0 Duties and Responsibilities:

The employee will:

- 3.1 Plan the section's activities and ensure the smooth running of the section by implementing and monitoring policies and systems.
- 3.2 Develop and maintain the section's operating budget and ensure that the section operates within allocated funds.
- 3.3 Develop a high standard of performance within the section; monitor and supervise staff activities and evaluate their performances.
- 3.4 Initiate training programmes for Saudi trainees and encourage personnel development of the Department's personnel through training and education.
- 3.5 Maintain quality assurance records and techniques of the Department and evaluate all treatment and reporting methods.
- 3.6 Introduce and demonstrate new techniques and equipment. Research,

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establish and maintain communication with other hospital departments, medical units, support services, physicians and nursing staff.

- 3.7 Make patient rounds regularly. Observe patients, check equipment and make the necessary adjustments.
- 3.8 Participate in administrative staff meetings and attend other meetings as required.
- 3.9 Perform other applicable tasks and duties assigned within the realm of the employee's knowledge, skills and abilities.

4.0 **Education/Licensure:**


- 4.1 **Essential:** Bachelor's Degree in Respiratory Therapy or equivalent, From an AMA / JRC TE approved university / college
- 4.2 **Essential:** Must be a Registered Respiratory Therapist in good standing With the American National Board of Respiratory Care and / or the Canadian Society of Respiratory Therapists
- 4.3 **Desirable:** Master's Degree in Health Management or Anaesthesia / Allied Health Sciences

5.0 **Professional Experience:**

- 5.1 **Essential:** Minimum of Eight (8) years post-qualification, Comprehensive respiratory therapy experience
- 5.2 **Essential:** Minimum of four (4) years experience as Senior Respiratory Therapist with significant staff management responsibility

6.0 **Specialised Knowledge:**

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6.1 Essential: Ability to develop and implement departmental policies and quality assurance programs, and compile relevant information and statistics.

6.2 Essential: Ability to plan and manage a budget

6.3 Desirable: AHA Advance Cardiac Life Support capability

7.0 Personal Qualities:

7.1 Essential: Good planning and organizational skills, with the ability to work effectively under pressure.

7.2 Essential: Effective leadership, communication and inter personal skills

7.3 Essential: Ability to work effectively in a multi-cultural environment

8.0 Likely Minimum Age: Thirty-five (35) years

9.0 Conditions:

9.1 This job description will become effective on the date signed by the Head of Manpower.

9.2 This job description is subject to periodic review and may be changed at any time in consultation with the employee.

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