

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CARDIO PULMONARY POLICY MANUAL
ORGANIZATION AND FUNCTION OF THE CARDIOPULMONARY DEPARTMENT**

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Effective Date: March 2010
Cross Referenced:
Reviewed Date: 02/16
Revised Date: 04/12

Policy No: 1.011
Origin: Cardio Pulmonary
Authority: Cardio/Pulmonary Manager
Page: 1 of 3

Scope: All members of the Cardio-pulmonary Department.

Purpose: The function of the Cardio-Pulmonary Department is to provide optimal cardiac and respiratory services to the patient population.

Respiratory Care:

- Assume responsibility for all technical and diagnostic aspects of Respiratory Therapy and, in doing so, to improve the treatment of the patient.
- Therapy is given to patients only by specific written prescription or computer order by the physician.
- The Respiratory Care Department secures and maintains equipment needed to administer safe and effective therapy.
- A licensed Respiratory Therapist is always on duty for immediate service.

1. Technical Staff:

- A. Cardio-Pulmonary Manager
- B. Day Respiratory Therapist (7:00am – 7:30pm, 7 days a week)
- C. Night Respiratory Therapist (7:00pm – 7:30am, 7 days a week)

2. Location of Department and Equipment:

- A. Office – second floor, in the West Wing
- B. Storage Room – fourth floor

3. Medications:

Medications are prescribed only by the physician and administered by the licensed Respiratory Therapist on duty.

4. Prescriptions:

Medical prescriptions must be specific and adequate in detail for proper administration of Therapy. Prescriptions must be read by the Therapist before therapy is started. Medication, dosage and frequency of Rx are required.

5. Duties of the Pulmonary Medical Director:

- A. Be available for consultation with other physicians, nurses and therapists.
- B. Periodically review the hospital's standard procedures for Respiratory Care.
- C. Act as a liaison between departments (i.e. Medical Department and Administration).
- D. Periodically conduct patient rounds (to observe patient response, prescriptions, use of equipment, patient records and to evaluate the staff's knowledge concerning equipment in use and purpose of the therapy).
- E. Help request and select new equipment.
- F. Review Respiratory Care QA & QI activities and make recommendations.
- G. Provide pertinent in-service education when needed.

6. Duties of the Attending Physician:

Initiate individual patient prescriptions. Orders must be written and signed. Verbal orders will be accepted by licensed Respiratory Therapists.

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7. Employee Orientation:

New Respiratory Care personnel will attend general hospital orientation and receive at least two shifts of orientation, or more if deemed necessary by the departmental manager, provided by a designated member of the Respiratory Care Department. An orientation checklist will be provided to assure maximal understanding of all policies and procedures performed. Once per year thereafter, the department Manager or designee will discuss and review a competency checklist. A copy will be placed with the employee's yearly evaluation.

Cardiology:

- Responsible for performing all cardiology testing for specific physicians.
- All cardiology tests will be made available to the cardiologists for final review and signing through our electronic signing system.

1. Technical Staff:

- A. Cardio-Pulmonary Manager
- B. Cardiology Technicians (6:30am - 7:30pm, Monday –Friday, 7:00am – 7:30pm, Saturday and Sunday)
- C. Echocardiogram Technicians (7:00am – 7:30pm, 7 days a week)

2. Location of Department and Equipment:

- A. Office and Testing Area – second floor, in the West Wing

3. Medications:

- A. Medications are prescribed only by the physician and administered by the licensed Cardio-Pulmonary Nurse.
- B. Rescue Kit and Anaphylaxis Kit provided by the pharmacy will be available at all stress tests.

4. Duties of the Cardiovascular Medical Director:

- A. Be available for consultation with other physicians, nurses and technicians.
- B. Act as a liaison between departments (i.e. Medical Department and Administration).
- C. Periodically conduct patient rounds (to observe patient response, prescriptions, use of equipment, patient records and to evaluate the staff's knowledge concerning equipment in use and purpose of testing).
- D. Help request and select new equipment.
- E. Review Cardiology QA & QI activities and make recommendations.
- F. Provide pertinent in-service education when needed.

5. Duties of the Attending Physician:

- A. Initiate individual patient prescriptions. Orders must be written and signed. Verbal orders will be accepted and then followed by written order within 24 hours by a nurse.
- B. Daily interpretation of electrocardiograms.
- C. Timely confirmation of stress tests reports.
- D. Presence at time of stress testing.

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6. Employee Orientation:

New Cardiology personnel will attend general hospital orientation and receive at least two shifts of orientation, or more if deemed necessary by the departmental manager, provided by a designated member of the Cardio-pulmonary Department. An orientation checklist will be provided to assure maximal understanding of all policies and procedures performed. Once per year thereafter, the department Manager or designee will discuss and review a competency checklist. A copy will be placed with the employee's yearly evaluation.