

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
CARDIO PULMONARY POLICY MANUAL  
HOSPITAL PLAN AND SCOPE OF SERVICES (ADMINISTRATION)**

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

**Policy No: 1.012**  
**Origin: Cardio Pulmonary**  
**Authority: Cardio/Pulmonary Manager**  
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Scope: All Members of the Cardio-pulmonary Department.

**Cardiopulmonary Department:**

**CARDIOLOGY**

The Cardiology Department at Hackettstown Regional Medical Center focuses on a multi-disciplinary approach to meet the needs of cardiac patients. Cardiac diagnostic services offer methodologies for the diagnosis, assessment and determination of prognosis for cardiac disease for inpatients and outpatients.

Our Board certified cardiologists, specially trained registered nurses, registered certified cardiac technicians and echo cardiographers form a unique cardiology team capable of providing a comprehensive range of the highest quality diagnostic and therapeutic cardiac services.

When cardiac diagnostic testing is indicated, Hackettstown Regional Medical Center's Cardiac Diagnostic Services offer "one-stop shopping" for patients in one centrally located area. Efficient scheduling, minimum waiting time and quick results on tests are the hallmark of our cardiac program. The dedicated suite has state-of-the-art equipment.

**Scope of Care Provided**

Diagnostic and treatment activities include, but are not limited to: Electrocardiograms (EKG), Echocardiograms, Stress Echo, Transesophageal Echocardiograms, Transcranial Doppler Studies, Holter Monitoring, Stress Testing, Nuclear Stress Testing, Pharmacologic Stress Testing, Electroencephalogram (EEG), and Pacemaker Clinic.

Orders for the Cardiology Department are forwarded via order control hospital computer system and/or pager notification.

**Staffing Plan** (Cardiology)

The department is open 7 days a week. Hours of operation are as follows: Seven days a week from 6:30am-7:00pm. Weekdays, it is staffed by at least three cardiology technicians. On weekends, there are 1.5 cardiology technicians on Saturday and 1 cardiology technician on Sunday, from 7:00am-7:30pm. After these hours, the Respiratory Care Department is on call for Electrocardiograms. (For stat EKG).

The Pacemaker Clinic is open weekdays 7 a.m. to 3:30 p.m. After these hours, the pacemaker representatives are on-call 24 hours a days, 7 days a week. A list of these telephone numbers are available in the Cardiology Department, the Operating Room and ICU and E.R.

**RESPIRATORY**

Respiratory Care Department provides medically directed treatment, management, control, diagnostic evaluation and care of patients with deficiencies and abnormalities of the cardiopulmonary system. Orders for respiratory care services are forwarded to Respiratory Care Practitioners (RCPs) via order control via computer system and/or pager notification. Respiratory Care encompasses services for infant, child, adolescent, adult and geriatric patients to include diagnostic evaluation, therapy and education of the patient, family caretakers and public. The Department is open 24 hours a day, seven days a week.

Twice per week or as often as needed there is a patient care conference that the respiratory therapy staff attends. This is a multi-disciplinary group that meets to discuss the care and discharge needs of the patient.

**Scope of Care Provided**

Diagnostic activities include, but are not limited to obtaining and analyzing physiological specimens; interpreting physiological data; performing tests and studies of the cardiopulmonary system.

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Therapy includes, but is not limited to: application and monitoring of medical gases (excluding anesthetic gases) and environmental control systems; mechanical ventilatory support; intubation; artificial airway care; bronchopulmonary hygiene; pharmacological agents related to cardiopulmonary, respiratory care procedures; and hemodynamic cardiovascular support. Education includes, but is not limited to: instructing patient and families on proper use of medications and modalities; in servicing staff on current trends in Respiratory Care; and, providing a resource to all other health care workers to insure continuity of care.

**Pulmonary Rehabilitation**

Provides holistic care by a multidisciplinary team for patients with chronic respiratory diseases. The objective of pulmonary rehab is to relieve shortness of breath, improve exercise tolerance, enhance self care, relieve anxiety, decrease disease exacerbation, enhance social like and improve overall quality of life through support, education and a monitored course of exercise training.

**Responsibility**

Due to the intensive training needed in order to operate complex equipment related to airway management, it is the sole responsibility of the Respiratory Care Practioner to setup, maintain and execute physician orders related to ventilators, BIPAP and CPAP units.

Only emergency related changes may be made by a physician or registered nurse, who has completed his/her competency. The Respiratory Care Practioner must be notified immediately and it must be charted on the ventilator flow sheet.

When an order for any of the above services is received, initiation of therapy is accomplished within two hours, (stat-services are implemented within 5 minutes of receiving the order), RCPs strive to perform all requests on time.

Occasionally, if there is an increased workload caused by the numbers of critically ill patients, and/or increased treatment load, requests are prioritized using the following guidelines.

The Cardio Pulmonary Department will prioritize procedures in the following order

- Code Blue, Code White, Code Pink
- Rapid Response
- Emergency Department
- Ventilator Management
- Arterial Blood Gases
- Routine Oximetry
- Oxygen Setup or Changes
- Timed Treatments
- Routine Treatments
- Oxygen Rounds

Additional personnel, such as per-diem, are always available for the department. Therapy is re-evaluated after each treatment and there after every 48 hours for response, and pre and post assessment of therapy is documented. Communication regarding the response is given to the nurse and physician as necessary each shift.

**Skill Level of Personnel**

All RCPs are credentialed through the National Board of Respiratory Care and/or licensed by the State of New Jersey Board of Respiratory Care. All staff must maintain their license in good standing in order to practice respiratory care. Current CPR certification is also required.\_

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**Staffing Plan** (Respiratory)

Each therapist is assigned to an area of the hospital by the Lead or Coordinator.

Per Diem Staff, skills will be evaluated during orientation to evaluate their skill ability. The PACU, OR, SDS will be shared by the therapists that are available at the time of the call. In the event that the workload is higher than normal, the Cardiopulmonary Manager will call in extra personnel to accommodate the workload. If it occurs on an off shift or if the Respiratory Therapy Manager is not available, he will be reach via beeper. The day shift consists of three Respiratory Therapists. The night shift will have two Therapists, and if patient acuity warrants the manager will be notified in order to provide proper coverage.