



Provincial Job Description

TITLE:
**(428) Respiratory Benefits
Program Coordinator**

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates the provision of Respiratory Benefits Services to residents of the Province of Saskatchewan through the Saskatchewan Aids to Independent Living (SAIL) program.

QUALIFICATIONS:

- ◆ **Two-year Allied Health diploma with classes in Anatomy and Physiology**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Intermediate knowledge of respiratory equipment**
- ◆ **Communication, organizational and interpersonal skills**
- ◆ **Ability to work independently**
- ◆ **Valid driver's license**

EXPERIENCE:

- ◆ **Twelve (12) months previous experience in the distribution, maintenance and repair of related medical equipment.**

KEY ACTIVITIES:

A. SAIL Respiratory Benefits Program

- ◆ **Determines client eligibility for SAIL program benefits.**
- ◆ **Selects, sets up, calibrates and tests all medical equipment prior to release to clients.**
- ◆ **Coordinates and distributes SAIL equipment to Provincial satellite offices.**
- ◆ **Prepares monthly SAIL Respiratory Benefits Program statistics (e.g., billing purposes).**
- ◆ **Consults with physicians prior to releasing appropriate equipment, when required.**
- ◆ **Acts as resource for other health care professionals (e.g., physicians, Respiratory Therapists).**

B. Customer Service

- ◆ **Provides information and/or advice to clients and families in the use and care of respiratory equipment.**
- ◆ **Responds to inquiries from clients/families related to SAIL programs/equipment.**

C. Preventative Maintenance / Repair

- ◆ **Calibrates, repairs and verifies operational procedures on program-related equipment.**
- ◆ **Modifies equipment to meet client's needs.**
- ◆ **Troubleshoots equipment malfunctions, orders parts, makes necessary repairs, as required, or forwards to Clinical Engineering.**
- ◆ **Participates in Quality Assurance/Quality Control programs as required by local protocols and government regulations.**
- ◆ **Checks/refits respiratory therapy equipment.**

D. Database and Computer-Related Activities

- ◆ **Designs and maintains SAIL client/equipment database (e.g., CPAP program, Sleep Program, Airway Management Program, Home Ventilator program, etc.).**
- ◆ **Develops forms/diagrams for department training materials and manuals.**
- ◆ **Maintains Program's Policy and Procedure Manual.**

E. Purchasing / Filing

- ◆ **Researches and evaluates new equipment and supplies.**
- ◆ **Meets and negotiates with suppliers/vendors for the provision and purchase of some supplies and parts required for the SAIL Program.**
- ◆ **Tracks department purchases including parts, inventory, medical supplies and capital equipment purchases, in addition to maintaining a comprehensive vendor database.**
- ◆ **Provides input into capital budget requests.**
- ◆ **Tracks and files vendor product listing and quotes.**
- ◆ **Purchases office supplies.**
- ◆ **Manages inventory.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Dated this day June, 2009