



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 health, business or related technical field

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Intermediate knowledge of respiratory equipment
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Ability to work independently
- ◆ Valid driver's license

EXPERIENCE:

- ◆ Previous: 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.
- ◆ Acts as resource for other health care professionals (e.g., physicians, Respiratory Therapists).
- ◆ Completes payment transactions to program from patients.

B. Customer Service

- ◆ Provides information and/or advice to clients and families in the use and care of respiratory equipment.
- ◆ Responds to inquiries and receives payments 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 Procedures Manual.

E. Purchasing / Filing

- ◆ **Researches and evaluates new equipment and supplies.**
- ◆ **Meets and negotiates with suppliers/vendors for the provision and purchase of 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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: June 12, 2018