

POSITION DESCRIPTION

POSITION TITLE: CRE Coordinator – Primary Care Asthma Program (PCAP)

RESPONSIBLE TO: Health Wellness Director

GENERAL ACCOUNTABILITIES:

The Certified Respiratory Educator Coordinator – PCAP Program serves as a champion of the Vision and Mission and promotes an environment that is consistent to the Health Centre’s Statement of Values and Principles. The Certified Respiratory Educator Coordinator – PCAP Program is an essential member of the client-centred health professional team. The Certified Respiratory Educator Coordinator – PCAP Program will work with the other members of the Health Centre’s teams to effectively and efficiently serve the Health Centre’s clients through traditional, non-traditional and innovative approaches to service delivery within the broad determinants of health framework.

SUMMARY OF FUNCTIONS:

The Certified Respiratory Educator PCAP Program works along with primary care providers to assess and educate patients and their families or caregivers about lung health (i.e. asthma, COPD, etc). The CRE fosters a collaborative approach to lung health management in the community; promotes and utilizes opportunities to increase awareness, skills and knowledge within the community; identifies and participates in continuing education and research opportunities as appropriate to the goals of the program and in accordance with host site guidelines.

SPECIFIC ACCOUNTABILITIES:

1. Provide comprehensive case management including: education to patient/families, development of self management plans (Action Plans), conduct assessments including spirometry, smoking counseling, linking with appropriate LHIN initiatives and services.
2. Employ best practice strategies and standardized PCAP tools, in accordance with PCAP Advisory Group recommendations , program standards and manuals
3. Work as part of an interdisciplinary team (i.e. /CRE, physiotherapist, kinesiologist and other allied health workers) to provide and/or encourage exercise as part of lung health management
4. Facilitate access to the right services from the right provider at the right time based on assessed needs by working collaboratively with an inter-professional team, family members, support network, and a variety of informal and formal service providers.
5. Serve as a resource to the community by providing information about lung health: liaise with local health care providers, hospitals and community organizations to increase awareness, knowledge and skills.
6. Incorporate and strengthen collaborative and interdisciplinary team-work (through active participation in meetings, on committees and teams, and at special events i.e. strategic planning, accreditation and annual general meetings etc.)
7. Utilize and demonstrate a comprehensive theoretical knowledge base and advanced level of clinical competence in caring for patients with ASTHMA and COPD.
8. Coordinate seamless care transitions and be responsible for exchanging knowledge related

- to respective health conditions and designing an intensive program that meets the individual care needs of each patient to enhance client self-management and quality of care.
9. Responsible for ensuring cost effective client care by utilizing resources efficiently and collecting necessary data on client care to support the evaluation of outcomes of the PCAP program.
 10. Assist to remove barriers for programming, such as persons with visual impairments and cultural/language needs by providing one on one support and cultural interpretation.
 11. Provide motivational support to clients and families regarding long term behaviour modifications.
 12. Evaluation and reporting: monthly stats and quarterly reports and participate in respiratory research as required. Attend PCAP in person meetings held at the Lung Association (Toronto) three times a year and monthly teleconferences.
 13. Provide updates and in-service education to primary care providers and other health care providers on lung health.
 14. Demonstrate collegial support to team members and other NHCHC employees regarding interpersonal and professional matters
 15. Comply with all legislative, professional and organizational policies
 16. Other duties may be assigned, if necessary.

Essential QUALIFICATIONS:

- Licensed Ontario Regulated Health Professional (RHPA) or Registered Cardio Pulmonary Technologist or Respiratory Technologist
- Certified Respiratory Educator with demonstrated teaching skills
- Demonstrated leadership, team development and facilitation skills
- Experience in and/or training in project management
- Demonstrated ability to incorporate evidence into practice
- Demonstrated competency in Spirometry testing in accordance to the ATS/ERS Standards
- Smoking cessation – TEACH trained preferable

Preferred Qualifications:

- Demonstrated ability to establish and meet goals/objectives
- Demonstrated ability to build relationships and work collaboratively with internal and external stakeholders
- Demonstrated excellent organizational and time management skills
- Demonstrated excellent interpersonal and communication skills
- Demonstrated flexibility, adaptability and ability to manage change
- Experience and comfort with computer applications
- A valid driver's license, adequate insurance (minimum 5 million dollars personal liability) and use of vehicle required

Revised: November 01, 2017