

## **BAY STATE MEDICAL, INC.**

### **JOB DESCRIPTION**

Revised (09/21/05)

**Job Title:** C.P.A.P/BiP.A.P Technician

**Department:** C.P.A.P/BiP.A.P

**Reports to:** Directory of Respiratory Care

### **QUALIFICATIONS**

High School Education or equivalent. Ability to deal pleasantly, effectively, and patiently with customers; Strong communication skills with capacity to make independent decisions; Good personal hygiene and an aptitude for cleanliness; Must possess good organizational skills

### **OVERALL RESPONSIBILITY**

1. Deliver, assemble, demonstrates and educates patients on use of C.P.A.P/BiP.A.P.
2. Maintains C.P.A.P equipment and supplies in warehouse: cleaning rental/loaner units.
3. Follow up by phone with patients after set up of C.P.A.P./BiP.A.P equipment. Completes Plan of Care.
4. Completes and submits paperwork after completion of C.P.A.P./BiP.A.P. setup.
5. Perform 'On Call' in rotation of employees
6. Maintain company vehicle which as been assigned.
7. Performs other duties, as assigned.

### **PHYSICAL AND ENVIRONMENTAL**

- The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually quiet.
- While performing the duties of this job, the employee is frequently required to sit and use hands to finger, handle or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 100 pounds.

### **CONTINUED EDUCATION**

- Attend monthly C.P.A.P. meetings and keep up with latest technology
- Review pertinent industry literature
- Attends annual in-service for Infection Control
- DME Train