



**North Eastman Health Association Inc.
Job Description**

Fit Tester

Position Summary

Under the direct supervision of the Occupational Health Nurse, the incumbent is to fit N95 and P100 respirators to staff who are at risk to exposure to known airborne or unknown pathogens and/or hazardous materials. Some instruction about the NEHA Respiratory Protection Program is also included. The position of Fit Tester functions in a manner consistent with, and supports the Mission, Vision, Values of the North Eastman Health Association.

Reports To: Occupational Health Nurse

Location: To be determined

Supervises: Not applicable

Union: MGEU - Facility Support

QUALIFICATIONS:

Education and Experience

- Minimum Grade 12 education.
- Successful completion of a recognized health care worker course e.g. EMS First Responder, Health Care Aide, other health related training.
- Previous related experience preferred.

Knowledge, Skills and Abilities

- Basic computer skills.
- Knowledge and understanding of the terminology and core competencies of infection prevention and control in particular respiratory protection.
- Demonstrated organizational skills and ability to prioritize tasks required.
- Ability to work independently.
- Ability to problem solve and to identify appropriate resources for assistance.
- Excellent interpersonal and communication skills, both verbal and written.
- Requires a driver's license.
- General skills and ability to perform all tasks and responsibilities relevant to the duties of the position.
- Ability to recognize and pursue self-development opportunities.
- Ability to identify workplace safety and/or client safety concerns and bring to their managers attention.
- Effective verbal and written communications skills.
- Ability to respond to a variety of simultaneous demands.
- Ability to perform as a team member and seek assistance as necessary.

POSITION DUTIES AND RESPONSIBILITIES:

- Performs fit testing at various sites throughout North Eastman region for new staff and every two years for current staff who use the respirators.
- Ensures the user has obtained a Respiratory Protection Program Module for review and has returned the quiz to their manager.
- Answers any questions or concerns about respirator use, care, donning and doffing of the respirator.
- Asks the user for a repeat demonstration of the seal check required each time the respirator is worn.
- Ensures the equipment is properly maintained and operational as per training e.g.
 - Disposable N95 masks and non – disposable P100 small and medium size.
 - Disinfectant
 - Hardware (grommets) for respirator hose attachment
 - Fit Testing administrative forms
- Ensures supplies are kept up to date.
- Manages fit testing schedules, assuring the attendance record is sent to payroll for inputting and equipment maintenance.
- Arranges transport or transports equipment to scheduled fit testing site as per pre-determined schedule.
- Prepares fit testing process including the equipment set-up, and ensuring the necessary particulate count in the room. The PortaCount Fit Testing Unit needs to be calibrated at the start of each day by following the steps provided on the computer.
- Enters staff information onto the Fit Test Log and then onto the computer to assess and determine the size of respirator needed for the user. The fit testing consists of mechanically fastening hardware to the respirator and attaching the tubing from the PortaCount.
- Begins test by clicking the ‘start test’ button on the computer screen once the user has again donned the respirator (now attached to the PortaCount). The computer runs through seven exercises that are 86 seconds long and prompts the user when the exercises change from one to another.
- Troubleshoots any problems with the respirator fit during the testing process. Determines a pass/fail once the fit test exercises are completed by reading the overall fit factor. A reading of 100 or over displayed in the overall fit factor box is a pass. If the user fails their manager is informed.
- The results are recorded in the attendance log and sent to payroll to enter into the QHR system.
- Cleans non-disposable respirator according to manufacturer’s instructions between users.
- Adheres to all workplace safety and health regulations and safe work practices.
- May be required to perform other duties and functions related to this job description not exceeding above stated skills and capabilities.

SPECIAL TRAINING

Information and /or training will be provided within the probation period for the following:

- Knowledge of the respirators used within NEHA e.g. their care, use, limitations etc.
- Understand their role within the Respiratory Protection Program (P&P #7-21);

- Be trained on how to perform a fit test by the distributor of the PortaCount Plus Model 8020 Fit Testing Machine. Reference to the: *PortaCount Plus Model 8020 Operation and Service Manual. Second Edition. August 2006;*
- Work with the Occupational health Nurse for one fit testing day to ensure fit testing proficiency;
- Contact payroll for training and security access to the Quadrant Human Resources (QHR) user defined folder for Fit Testing;
- Develops forms for administration and evaluation purposes.

Workplace Safety and Health

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

Patient Safety

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
- Other duties as assigned.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Director, Human Resources Date