



APEX Recognition Award

Long-Term Care Facility

The core requirements for participating in the program are:

1. Staff credentials: all respiratory therapists employed by the organization to deliver bedside respiratory care services are licensed by the state (not applicable in Alaska) and hold a current CRT or RRT credential. At least 80% of clinical staff (full-time, part-time, PRN, and contract employees) hold a current registered respiratory therapist (RRT) credential.
 - ☐ Evidence to support this standard includes a completed employee roster that includes each respiratory therapist's state license number and NBRC credential(s) as well as information requested to allow NBRC credential validation for each respiratory therapist. The roster should also identify the senior RT leader.
2. The senior RT leader (e.g. Director, Administrative Director, Technical Director, Manager etc.) whose principal role is to lead and manage the RT department holds a current registered respiratory therapist (RRT) credential with a bachelor's degree or higher or be actively pursuing a bachelor's degree.
 - ☐ Evidence to support this standard includes information requested for NBRC verification of credentials and a copy of the earned baccalaureate or higher degree or college transcript. If the leader is currently pursuing a baccalaureate degree, a copy of the college transcript is sufficient.
3. The senior RT leader who manages the RT department (e.g. Director, Administrative Director, Technical Director, Manager etc.) is a member in good standing of the AARC and the AARC Ambulatory & Post-Acute Care Section
 - ☐ Evidence to support this standard includes the senior respiratory therapy leader's AARC number or copy of the AARC member profile showing active AARC and Ambulatory & Post-Acute Care Section membership. Adding the AARC number to the provided Excel employee roster is sufficient evidence.
4. At least half of the clinical staff (full-time, part-time, PRN, and contract employees) are members of the American Association for Respiratory Care.
 - ☐ Evidence to support this standard includes the AARC number or copy of the AARC member profile showing active membership for each staff member. Adding the AARC number to the provided Excel employee roster is sufficient evidence.
5. At least half of the clinical staff (full-time, part-time, PRN, and contract employees) have a bachelor's degree or actively pursuing a bachelor's degree.
 - ☐ Evidence to support this standard includes a copy of the earned baccalaureate or higher degree diploma or college transcript. If the employee is currently pursuing a baccalaureate degree, a copy of the college transcript is sufficient.
6. A Doctor of Medicine or osteopathy is designated as the Medical Director of Respiratory Care Services.
 - ☐ Evidence to support this standard includes a copy of the Medical Director's credentials and medical license.



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The additional requirements include:

7. All respiratory therapists (full-time, part-time, PRN, and contract employees) must undergo annual competency testing on low volume, problem-prone, and/or high-risk procedures on a regular basis. The competency program must be written into the department policy manual and the department must maintain appropriate documentation so as to remain compliant with all local, state or federal accreditation agencies.
 - ☐ Evidence to support this standard includes a copy of the department's competency policy and documentation of competency testing for each respiratory therapist within the last 12 months of the application.
8. If the facility provides mechanical ventilation, respiratory therapists are available 24 hours within the facility. Staffing levels are specified and are based on the use of relative value unit (RVU) (time standards) not on patient volume, occupied beds, or another volume-based statistic. If RVUs or other time standards are not used, staffing must be determined based on patient acuity, quality, safety, or value standards established by the facility or by regulatory or legislative bodies.
 - ☐ Evidence to support this standard includes a copy of the department schedule or policy stating that respiratory therapy coverage is 24 hours/day and a policy or narrative statement describing how staffing levels are determined.
9. Department policy prohibits the routine delivery of care to multiple patients simultaneously. The policy must include language that identifies if/when simultaneous therapy is acceptable and the mechanism by which the respiratory therapist triages the delivery of care.
 - ☐ Evidence to support this standard includes a copy of the department's policy for simultaneous care
10. A department policy and procedure manual is available to staff and is driven by evidence-based practice (including references). All policies are reviewed and/or updated at least every three (3) years.
 - ☐ Evidence to support this includes a master list of policies and procedures, with the last review date, and a policy or written narrative regarding the maintenance of policies and procedures.
11. Evidence-based protocols or other standards of practice which provide individualized patient care are established and approved by the medical director for at least 75% of procedures.
 - ☐ Evidence to support this standard includes a copy of the department's policy for protocol utilization or other standards of practice or a narrative description of the process, a list of protocols or practices in use, with the last review date, and a copy of at least one sample protocol or practice.



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12. There must be a tool used to measure and track quality, patient satisfaction, safety, staff satisfaction and/or operational performance. At least one quality improvement (QI) project must be developed each calendar year in response to the data collected through said tool. The QI project must include active data collection with periodic and routine updates provided to department staff and executive leadership or medical director.
 - ☐ Evidence to support this standard includes proof of participation in a QI program, a copy of at least one QI project, and meeting minutes showing dissemination of the project outcomes to staff, the Medical Director, and senior administration.
13. If other personnel are qualified to perform specific respiratory therapy procedures, the procedures and amount of supervision required for them to perform these specific procedures must be designated in writing and competency verification demonstrated. Exception: ventilator care may not be assigned to anyone other than a respiratory therapist.
 - ☐ Evidence to support this standard includes the identification of specific respiratory therapy procedures performed by non-respiratory therapy personnel and documentation of other personnel competency testing within the past 12 months of the application.
14. MD, DO, NP, PA, or Advanced Practice RT reviews the plan of care at least weekly in facilities providing mechanical ventilator care and at least monthly in facilities providing only routine respiratory care.
 - ☐ Evidence to support this standard includes a copy of the policy reflecting the frequency of plan review.