



JOB DESCRIPTION

Job Title: Physical Therapy Assistant
Department: Physical Therapy
Reports To: Physical Therapy Manager
FLSA Status: Non-Exempt

Prepared By: Practice Administrator
Approved By: Practice Manager
Date: 03/02/2021

Basic Function

1. This individual provides comprehensive rehabilitative care to patients referred by a medical practitioner
2. May provide care from pediatric to geriatric age groups. Directs and guides patient/family education
3. Member of the rehabilitation team and medical team to provide best care and best practice options for the patient
4. Provides clinical education for students
5. Completes all documentation according to existing regulations and in a timely manner
6. Assists in maintaining the clinical integrity of the department
7. Orients and develops skill development in supervised personnel

Education

Graduate of an accredited school of Physical Therapy Assistant
Current license and registration to practice in the State of Louisiana
CPR Certification

Schedule

Normally works as scheduled by the Physical Therapy Manager

Mental Demands

1. Exceptional mental alertness
2. Must make judgements and decisions regarding patient care in a sometimes-distracting environment with time constraints
3. Must set priorities to provide the most effective, efficient patient care, frequently under pressure of multiple, simultaneous demands
4. Key qualities include the ability to multitask, excellent expression and communication both written and oral as well as problem solving analytical skills

Working Conditions

1. Excellent to poor lighting in working environment
2. Potential for exposure to patient blood/bodily fluids
3. Subject to frequent interruptions and distractions within the work environment
4. Contact with patients under various behavioral circumstances with/without family involvement
5. High probability for emergency or crisis to occur



Physical Demand Factors	Factor Rating
Degree of Strenuousness S L M H VH	H
Walking/Standing	F
Balancing	O
Stooping	F
Kneeling	C
Crouching	F
Crawling	O
Reaching	F
Handling	F
Finger Manipulation	O
Feeling	F
Talking	C
Hearing	C
Smelling	F
Near Vision	C
Far Vision	F
Depth Perception	F
Visual Accommodation	C
Color Vision	F
Field of Vision	O

*These ratings estimate factors considered critical or important for average, successful work performance. The absence of a factor rating in the Physical Demand estimates profile does not necessarily mean that the physical activity is not present in the job itself

Degree of Strenuousness Key

S Sedentary **L** Light **M** Moderate **H** Heavy **VH** Very Heavy

Not Present: activity does not exist in this job

Occasionally: activity or condition exists up to 1/3 of the time.

Frequently: activity or condition exists up to 2/3 of the time.

Constantly: activity or condition exists 2/3 or more of the time.

Essential Functions

1. Demonstrates skill and accuracy in following the plan of care developed by the Physical Therapist
2. Performs all duties scheduled during shift, while maintaining quality standards, to include completion of documentation and performance of clerical duties according to policy and procedures
3. Promotes smooth interdisciplinary and staff team operations
4. Contributes to department Quality Management activities providing recommendations for systematic, programmatic improvements based upon the results of the data
5. Assumes responsibility for opportunities for professional growth and for the growth of the department/ physical therapy program
6. Provides leadership in orienting, assigning, overseeing new and experienced personnel
7. Performs all other duties as assigned



The above functions statement reflects the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

Job Performance Standards

Essential Functions	Weight %	Standards
Plans and implements age-appropriate patient care consistent with the medical plan of care of each patient as developed by the Physical Therapist	30%	<p>Implements treatment through the delivery of safe, therapeutically effective, cost-effective, and age-appropriate interventions</p> <p>Supports the interdisciplinary rehabilitation plan as indicated by goal achievement.</p> <p>Collaborates with physician regarding needs for other services and educates the family/patient</p> <p>Achieves positive outcomes for therapeutic interventions as judged by patient satisfaction surveys and program evaluation</p> <p>Appropriately applies contraindications and precautions in the application of modalities.</p> <p>Uses feedback to facilitate the patient's maximum level of functioning</p> <p>Provides patient and caregiver education that is appropriate for learning style and cognitive/educational level</p>
Performs all duties scheduled during shift, while maintaining quality standards, to include completion of documentation and performance of clerical duties according to policy and procedure	25%	<p>Keeps accurate, up to date records of daily notes. Alerts Physical Therapist when patient needs to be seen by them for 6th visit, etc.</p> <p>Ensures accuracy and timeliness of daily statistics and charges</p> <p>Consistently coordinates schedule to achieve maximum productivity and efficiency</p> <p>Can establish priorities</p> <p>Uses problem solving approach to providing efficient quality care. Solutions approach</p> <p>Demonstrates flexibility in scheduling and is willing to adjust and flex schedule based on department need</p> <p>Requests assistance when needed from manager</p> <p>Organizing, planning, and prioritizing workload</p>
Promotes smooth team operations	15%	Acts as a resource for staff and provides



		<p>training when requested</p> <p>Participates in clinical staffing/family conferences if needed</p> <p>Attends team meetings, in-services and participates in discussions/ presentations by contributing in a positive manner</p> <p>Communicating with Physical Therapist when DME is needed for patient</p>
Contributes to Quality Management activities providing recommendations for systematic, programmatic improvements based upon the results of data	10%	<p>Uses data to enhance quality of department</p> <p>Provides Manager with recommendations, based on data, to improve workflow and programming</p>
Assumes responsibility for opportunities for professional growth and growth of the therapy program	5%	<p>Attends and presents in*services and meetings when requested by Manager</p> <p>Maintains and demonstrates competency in procedures</p> <p>Maintains CPR certifications and other testing required by CCO</p> <p>Adheres and follows the Practice Act of the Louisiana State Board of Physical Therapy Examiners</p> <p>Seeks opportunities to grow self professionally as well as PT department.</p>
Provides leadership in orienting, assigning, supervising, and evaluating new and experienced personnel	10%	<p>Monitors tasks delegated to supportive personnel</p> <p>Provides leadership and clinical direction to ancillary personnel through delegation of assignments and delivery of patient care daily</p> <p>Assists with orientation of new personnel</p> <p>Instructs, supervises, and evaluates students according to school and department criteria</p>
Performs other duties as assigned	5%	<p>Reports inventory of supplies is low and needs to be ordered</p> <p>Makes appropriate recommendations for department equipment needs</p> <p>Assumes responsibility for completing tasks for new projects or assignments</p>



Employee Acknowledgment of Job Description

I have received a copy of the job description for the position I was hired to perform. I have read this job description, and I completely understand all my job duties and responsibilities. I can perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date