



PHYSICAL THERAPY ASSISTANT

Location/Department: Therapy Clinic

Date Developed: 02/26/14

Date of this Revision: 1/4/17

Reports To: Lead Physical Therapist

Supervisory Responsibilities:
None

FLSA Status: Non- Exempt

SUMMARY:

Administers physical therapy treatments to patients, working under direction of and as assistant to Physical Therapist, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

- Administers active and passive manual therapeutic exercises, therapeutic massage, and heat, light, sound, water, and electrical modality treatments such as ultrasound, electrical stimulation, ultraviolet, infrared, and hot and cold packs.
- Instructs, motivates, and assists patients to learn and improve functional activities such as preambulation, transfer, ambulation, and daily living activities.
- Observes patients during treatments and compiles and evaluates data on patients' responses to treatments and progress and reports orally or in writing to Physical Therapist.
- Confers with members of physical therapy staff and other health team members, individually and in conference, to exchange, discuss, and evaluate patient information for planning, modifying, and coordinating treatment programs.
- Completes accurate documentation for treatment and other required documentation.
- Performs clerical duties such as taking inventory, ordering supplies, answering telephone, taking messages, and filling out forms, as directed.
- Measures patient's range-of-joint motion, length and girth of body parts, and vital signs to determine effects of specific treatments or to assist Physical Therapist to compile data for patient evaluations.
- All other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws, as directed.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Problem Solving** - Gathers and analyzes information skillfully; Develops alternative solutions.
- **Technical Skills** - Strives to continuously build knowledge and skills.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Interpersonal** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- **Team Work** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.
- **Change Management** - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Monitors transition and evaluates results.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Inspires respect and trust; Accepts feedback from others; Provides vision and inspiration to peers and subordinates; Gives appropriate recognition to others; Displays passion and optimism.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Visionary Leadership** - Displays passion and optimism; Inspires respect and trust.
Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
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- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities.
- **Adaptability** - Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.
- **Planning /Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Works quickly.
- **Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Associate's degree (A. A.) or equivalent from an accredited by the Commission on Accreditation of Physical Therapy Education (CAPTE) as a Physical Therapy Assistant. Out-patient orthopedic clinical experience preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of patient care programs; Electronic Medical Records software; Internet software; Spreadsheet software and Word Processing software; others as needed.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Colorado License for Physical Therapist Assistant

Current ACLS or BLS

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Distance vision and Peripheral vision. While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and smell.

WORK ENVIRONMENT:

The work environment characteristics 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.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts.

The noise level in the work environment is usually moderate to loud.