

Coleman County Medical Center Position Description

Job Title: Physical Therapist Assistant (PTA)
Department: Rehabilitation Services
Reports To: Physical Therapy Director
FLSA Status: Non-Exempt

SUMMARY: Within the framework of the objectives and policies established, provides patient services only under Physical Therapist supervision as specified in plan of care providing treatment, reassessment and related documentation and communication. Functions also include support staff training and supervision, and in-services and training for facility staff in restorative techniques.

QUALIFICATIONS:

- Must have good understanding of state and federal regulations of physical therapy.
- Must be able to move intermittently throughout the work day. Aerobic energy requirements are high.
- Instruct patient and family in treatment plan and expected outcome.
- Integrate physical medicine with the medical process and goals.
- Customer service abilities including effective listening skills.
- Critical thinking skills, decisive judgment and ability to work with minimal supervision in a fast paced environment.
- Knowledgeable about manual therapy techniques, physical agents and mechanical modalities, wound management, gait training, and balance training.
- Knowledgeable of therapeutic exercises.
- Maintain discretion and confidentiality in communications.
- Knowledgeable about policies and procedures regarding reporting and release of protected health information (PHI).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Observe and support all hospital policies.
- Follow established treatment plans developed by Physical Therapist.
- Treat patients in a timely and professional manner.
- Communicate with supervisor and other health team members regarding patient progress, problems and plans.
- Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times, hostile people within the facility.
- Functional training in self care and home management.
- Functional training in community and work integration.
- Educate patient in the appropriate use of assistive devices.
- Supervise physical therapy technicians and students in direct patient care related activities.
- Record clinical documentation according to accepted regulatory and professional guidelines.
- Perform billing and maintain other business records as required.
- Participate in in-service training as required.

- Participate actively in quality improvement programs.
- Secure necessary durable medical equipment and adaptive equipment for patients to facilitate independence.
- Perform preventive maintenance checks and report any problems to appropriate personnel.
- Identify patient needs specifically related to age or developmental stage and address those needs in the patient plan of care.
- Maintain acceptable standards of patient treatment.
- Maintains a professional approach with confidential hospital and patient information and ensures safe patient environment.
- Supports and enforces infection control policies and procedures.
- Participates in hospital safety programs.
- Observes and supports hospital policy.
- Works with confidential hospital and patient information and ensures safe patient environment.
- Acts as a member of the hospital and departmental team.
- Participates as an active member of the hospital and departmental team to support special projects and activities.
- Keep work area clean and orderly.
- Miscellaneous duties as assigned, requested or required.
- Maintain certifications and continuing education requirements needed to perform job.

EDUCATION and/or EXPERIENCE:

- Current state licensure as a physical therapy assistant
- Associate degree in physical therapy
- 1 year experience, preferred
- Basic Life Support (BLS) certificate

LANGUAGE/READING SKILLS:

- Communicate verbally and in writing in English. Legible hand writing is required.

MATHEMATICAL SKILLS:

- Basic statistical concepts.

REASONING ABILITY: Responds to unusual or varied situations that are not covered by existing standards, procedures and precedents.

WORK ENVIRONMENT: Regularly required to stand, walk, sit, ascend and descend stairs, possess ability to handle, finger or feel objects, tools or controls; reach with hands and arms. High risk environment for exposure to blood and bodily fluids.

Must be able to lift 25 pounds from the floor to waist and may occasionally be required to lift 50 pounds from the floor to waist level. Specific vision abilities include close vision and the ability to clearly focus vision.

I have received and read a copy of this position description and acknowledge that I am able to perform the duties described.

Signature

Printed Name

Date