

Cordova Community Medical Center

Job Description

PHYSICAL THERAPIST ASSISTANT

Job Title:	Physical Therapist Assistant	Status:	Full-Time
Supervisor:	Director of Ancillary Services	Pay Grade:	DOE
Department/Division:	Rehabilitation Services	Classification:	Non Exempt

POSITION SUMMARY

The primary purpose of your job position is to plan, organize, develop, and implement Physical Therapy Services in accordance with current applicable federal, state, and local standards, guidelines and regulations, and as maybe directed by the Physical Therapist or Director of Rehabilitation Services, to assure the highest degree of quality patient care can be maintained at all times. You are also responsible to coordinate with other allied health practitioners. This position has no supervisory responsibilities.

ESSENTIAL RESPONSIBILITIES

- Plan, develop, organize, implement, evaluate, and implement physical therapy services, its programs and activities.
- Assist in developing, implementing and coordinating policies and procedures, patient care plans, physical therapy procedure manuals, job descriptions, etc.
- Assure that physical therapy personnel, patients, visitors, etc., follow established policies and procedures at all times.
- Interpret physical therapy policies and procedures to personnel, patients, family members, etc., as necessary.
- Meet with and solicit advice from your direct supervisor concerning physical therapy, assist in identifying and correcting problem areas, and/or the improvement of services.
- Perform administrative requirements such as completing necessary forms, reports, etc., and submitting to the Physical Therapist, as requested.
- Make written and oral reports/recommendations to the Director of Rehabilitation Services concerning the operation of physical therapy.
- Participate and assist in Q.A. studies and projects as assigned or that may become necessary.
- Review the physical therapy requirements of each patient admitted to the facility, as may be required, and assist in developing the patient's plan of care.
- Recommend to the Physical Therapist the equipment and supply needs of the department.
- Assure that the therapy area is maintained in a clean and safe manner for patient comfort and convenience by assuring that all necessary equipment and supplies are maintained to perform such duties/services.
- Assist with identifying and reporting incidents and accidents.
- Be knowledgeable regarding State and Federal regulations for critical access hospitals and long term care facilities.
- Perform other applicable tasks and duties as assigned.

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

QUALIFICATIONS

- EDUCATION:** Must possess, as a minimum, completed an approved Physical Therapy Assistant education program.
- EXPERIENCE:** Minimum, two (2) years' experience within the past 5 years, in a therapist capacity, in a hospital, skilled nursing facility, or other related medical facility preferred.
- REQUIREMENTS:** Must possess a valid, current license in the state of Alaska. Must be able to read, write and speak the English language. Must possess the ability to make independent decisions when circumstances warrant such action. Have the ability to be tactful and polite with personnel, residents, family members, visitors, government agencies, and the general public. Must be knowledgeable of therapy procedures. Must possess leadership and the willingness to work harmoniously with professional and non-professional personnel. Ability to plan, organizes, develop, implement, and interpret the programs, goals, objectives, policies, procedures, etc., of the physical therapy service. Maintaining care and use of supplies, equipment, etc., and maintaining the appearance of therapy areas. Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle patients based on whatever maturity level they are currently functioning at. Possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices. Must be able to move intermittently throughout the workday. Must be able to cope with the mental and emotional stress of the position. Must function independently, have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies. Must be able to work with ill, disabled, elderly, emotionally upset, and at times hostile people within the facility. Must be able to lift patients, medical equipment, supplies, etc.

ADDITIONAL REQUIREMENTS

- Upon date of Hire: Current Negative TB Test
 Ability to Pass a DHSS Criminal History Check and Drug Test
 Must be current on all immunizations

EQUAL EMPLOYMENT OPPORTUNITY

CCMC shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION

Position: Physical Therapist Assistant

I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

Employee Signature

Date

Supervisor Signature

Date

Print Name