



## Position Description

**INDEX NUMBER:** 125.34.2

**DATE INITIATED:** 8/3/10

**DATE REVISED:** 8/3/10

### IDENTIFICATION:

Title: Physical Therapist Assistant

Department: Physical Therapy

Reports To: Physical Therapist

**Position Status:** Hourly  Exempt  Non-Exempt

### POSITION SUMMARY

Work under the supervision of the physical therapist in carrying out physical therapy plans of care to patients in a variety of settings.

### DUTIES & RESPONSIBILITIES

1. Provide physical therapy treatments following the plan of care established by the physical therapist.
2. Complete appropriate paperwork in a timely manner.
3. Communicate with physical therapist & other providers involved in patient's care regarding progress of patients.

### QUALIFICATIONS

1. Current physical therapist assistant license
2. Ability to meet physical requirements (see "Physical Requirements Analysis" attached)

### LCCH HOSPITAL STANDARDS

1. Provides information and services that enhance others ability to acquire what they need in order to complete the task at hand. Shares information both when requested and when anticipating someone might have a need.
2. Is present and punctual for assigned work days, in compliance with the LCCH policy on attendance.
3. Collaborates willingly with others to meet goals (e.g. pitches in to help even when someone else is responsible for the job).
4. Participates openly and honestly, sharing opinions, knowledge and experience.
5. Addresses concerns of those impacted by a change or decision before taking action.
6. Complies with all LCCH policies and procedures.
7. Attends annual mandated in-services and maintains documentation of attendance.
8. Maintains and upgrades professional and technical competency in area of practice (through in-services, reading, continuing education or other methods and maintains documentation.
9. Maintains confidentiality of patient, customer and co-worker information.
10. Consistently maintains a calm and pleasant tone and appropriate demeanor with others.
11. Is attentive to others needs, concerns and ideas. Asks questions and summarizes to confirm understanding.
12. Addresses conflicts directly and promptly, focusing on problem-solving and a positive outcome. Does not blame or complain to others.
13. Values individuals and their diversity by creating and supporting a climate for success, as evidenced in peer feedback or self-reporting.
14. Consistently demonstrates flexibility by meeting the changing needs of the customer.
15. Manages time effectively to meet deadlines and commitments.
16. Proposes ideas for solving problems, improving processes or providing new services.
17. Demonstrates fiscal stewardship in the use of hospital resources

**DISCLAIMER STATEMENT**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified, nor do they address the performance standards that must be maintained.

**REVIEWED BY**

  
(Signature and title)

**ADMINISTRATIVE APPROVAL**  
  
(Signature and title)

**EMPLOYEE:**

I have read and understand the duties and responsibilities of this position. I have reviewed and agree to the contents of this position description and I am able to perform the job functions and meet the physical requirements without restriction(s):

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



# PHYSICAL REQUIREMENTS ANALYSIS

**Department:** Physical Therapy

**Job Title:** PT Assistant

**Index #** 125.34.2

Mark all responses using the following codes:

**N** = Never

**O** = Occasionally, represents 1 to 33% or 1 to 2 hour of an 8-hour workday

**F** = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday

**C** = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

N	O	F	C	PHYSICAL ACTIVITY
	X			Walking
		X		Sitting/Standing
		X		Reaching: Shoulder height
	X			Above shoulder height
	X			Below shoulder height
X				Climbing
		X		Pulling/Pushing: 25 pounds or less
	X			25 to 50 pounds
	X			Over 50 pounds
		X		Lifting: 25 pounds or less
	X			25 to 50 pounds
	X			Over 50 pounds
	X			Carrying: 25 pounds or less
	X			25 to 50 pounds
X				Over 50 pounds
	X			Crawling/Kneeling
		X		Bending/Stooping/Crouching
		X		Twisting/Turning
	X			Repetitive Movement

**PHYSICAL EXPOSURE:** (mark where applicable with "X")

Unprotected heights \_\_\_\_\_  
 Lighting: Bright \_\_\_\_\_  
                   Dim \_\_\_\_\_  
 Mechanical hazards \_\_\_\_\_  
 Hazardous substances \_\_\_\_\_  
 Infectious diseases   X  

Harmful physical agents:  
 Heat/Cold           X            
 Noise                                     
 Ionizing/non-ionizing radiation   not likely  

**ACCEPTABLE MINIMUM PHYSICAL ABILITY:**

           Good           X           Correctable            Blind  
           Normal           X           Impaired             
           Normal           X           Moderate Loss            Deaf  
           Good           X           Fair            Fair  
  X   Good            Fair            Mute

**Vision**  
**Color Vision**  
**Hearing**  
**Manual Dexterity**  
**Talking/Speech**