



## **JOB DESCRIPTION**

**Job Title:** Physical Therapist Assistant

**Department:** Physical Therapy

**Reports To:** Physical Therapy Manager

### **Position Summary:**

Responsible for carrying out Physical Therapy treatments on patients so referred under the plan of care established by a Physical Therapist and for assisting in all duties of the Physical Therapy department as assigned and directed by the Physical Therapy Manager.

### **Qualifications and Requirements:**

1. License and Certifications Required:
  - Current North Dakota PTA License
  - Maintain compliance with 25 PT continuing education units every two years to maintain licensure
2. Educational Requirements:
  - Graduate of an accredited Physical Therapist Assistant Program
  - Must be able to speak, read, write and understand English
3. Experience Requirements: None
4. Special Skills or Training:
  - Positive attitude toward the elderly and coworkers
  - Willing and able to provide PT services in the aquatic center as needed
  - Encouraged strongly to be a member of the APTA, for professional benefit as well as CEU discount eligibility for the facility
5. Physical Requirements:
  - Lifting: up to 75 pounds
  - Carrying: up to 50 pounds
  - Standing: 7 or more hours per shift
  - Walking: 7 or more hours per shift
  - Reaching: 5 or more hours per shift
  - Grasping: 7 or more hours per shift
  - Hand Coordination: 7 or more hours per shift
  - Pushing & Pulling: 6 or more hours per shift
  - Ability to Remain Calm Under Stress

### **Essential Duties and Responsibilities:**

1. Ensure patient and resident safety while performing all duties and responsibilities.
2. Carry out Physical Therapy treatments as directed by Physical Therapist.
3. Document Physical Therapy interventions according to established department procedures and inform Physical Therapist of progress as specified in procedures.
4. Assist Physical Therapist, as needed, when performing evaluations or treatments which require two people to perform.

5. Oversee the Restorative Certified Nursing Assistant's intervention books, updating their treatment sheets monthly, and documenting change in their interventions as appropriate.
6. Conduct weekly meeting with the Restorative Certified Nursing Assistants and act as a liaison between R-CNAs, PT and nursing staff.
7. Attend Safety Meetings monthly; report departmental safety and infection control issues during those meetings; relay pertinent information back to PT.
8. Perform secretarial functions for the Physical Therapy department: scheduling, billing, filing, sending certifications to out-of-facility referral sources, typing various PT reports, relaying computer communication to PT.
9. Maintain hot pack machine water level and check temperature of water.
10. Assist with clinically instructing and supervising PTA students and providing input on their evaluations.
11. Assist in keeping department clean and organized.
12. Maintain "locked department status" in compliance with HIPPA regulations when not present in the PT department.
13. Report all accidents and incidents immediately to supervisor.
14. Know and comply with Residents' Rights rules.
15. Attend and participate in orientation, training, mandatory education, in-services, staff meetings, and education courses as instructed to further improve knowledge and skills.
16. Maintain Resident and Patient Confidentiality.
17. Treat Residents, Patients, Visitors and Co-workers with kindness, dignity and respect at all times.
18. Promote teamwork; encourage others to work to the best of their ability; assist with training of new co-workers, if needed.
19. Have a positive attitude; accept change willingly; follow facility rules, regulations and job assignments; accept suggestions well for work improvement; perform well with minimum supervision; do what is requested without complaint; cooperate with supervisor and show respect at all times; speak well of company and job.
20. Lack of absences and tardiness; request changes to schedule infrequently; give timely notice of absences; take allowed time for breaks.
21. Follow company dress code.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all other duties as assigned; I understand the functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Employee Signature

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Date