

Core
Resource
Set for
PACE


CRSP




SAMPLE JOB DESCRIPTIONS

PACE PHYSICAL THERAPIST



National
PACE
Association

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I. POSITION INFORMATION:

Position Title: Physical Therapist

Job Code:

Pay Grade:

Employee's Name:

Employee's SSN:

Reports To (title): Director of Clinical Services

Reports To (name):

Revision Date:

II. BASIC PURPOSE AND SCOPE:

Provides autonomous professional physical therapy services as member of interdisciplinary team. Plans, organizes and conducts a comprehensive program of individual and group physical therapy services to enable clients to achieve optimal levels of independent functioning and improve or restore functions which have been impaired, reduced or permanently lost by illness or injury. Plans and executes case-finding program to promote utilization and program growth. Provides consultation and teaching to clients, families and the health team. Demonstrates the knowledge and skills necessary to assess, plan care for and provide service to frail elderly participants according to the assigned responsibilities and (*PACE Program*) standards.

III. RESPONSIBILITIES:

UNDER LIMITED FUNCTIONAL SUPERVISION, AND IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS/REGULATIONS, THIS POSITION:

% of Time: Is Duty Essential:

85 % Yes

1. Clinical Services

- a. Plans and executes case-finding program to promote the growth of the program.
- b. Evaluates client by applying diagnostic and prognostic procedures; evaluates client's rehabilitation potential.
- c. Participates in the development and revision of the client's plan of care as a member of the interdisciplinary team.
- d. Develops and implements a rehabilitation program to promote, restore or maintain client's optimum level of functioning, ensuring integration into interdisciplinary plan of care.
- e. Conducts an ongoing evaluation of the client's rehabilitation program to assess the progress and effectiveness of treatment.
- f. Reports client's treatment response to interdisciplinary team; changes treatment plan and goals accordingly.
- g. Provides direct physical therapy for clients.
- h. Instructs patient and family regarding in-home exercise program: gait training; transfers; ADLs; home modification; care and use of equipment.
- i. Confers with client and family regarding individual expectations as well as long and short term goals.

- j. Makes recommendations for equipment, transportation and community services referrals for client as well as rehabilitative support for family.
- k. Consults with and demonstrates to professional staff rehabilitative procedures.
- l. Instructs paraprofessional staff in body mechanics, use of equipment, bed mobility, transfers, gait patterns, home exercise program, etc. Supervises paraprofessional staff in the performance of their duties as they relate to Physical Therapy. Documents the supervision per established procedures.
- m. Maintains productivity per program expectation.
- n. Maintains necessary record keeping functions pertaining to client care and progress.

15% Yes

2. General

- a. Knows and adheres to the philosophy and goals of *(PACE Program)*.
- b. Maintains a quiet and safe environment for clients, visitors and staff.
- c. Keeps confidentiality of client records, reports and discussions.
- d. Participates in formulation and maintenance of *(PACE Program)* policies and procedures.
- e. Participates in *(PACE Program)* Committee(s) as requested by the Director of Clinical Services.
- f. Advises the Director of Clinical Services in ways and means to establish better accountability of *(PACE Program)* services to clients and referral sources.
- g. Attends and participates in scheduled staff meetings and client care meetings as requested.
- h. Maintains flexibility in schedule and responds to unexpected emergencies and changes in workload in order to fulfill responsibilities.
- i. Utilizes supplies and equipment economically.
- j. Informs the Director of Clinical Services of “unusual incidents.”
- k. Identifies social work service delivery problems and uses good judgment in their solution.
- l. Pursues professional growth through continuing education process.
- m. Is professional in appearance and manner in the clinical area; recognizes own limits and seeks help and guidance from the Director of Clinical Services as appropriate; responds in a positive manner to constructive criticism; serves as a role model for students and staff members.
- n. Optionally holds membership in professional organizations.
- o. Performs other related duties as required.

Management reserves the right to add, delete or otherwise alter assigned duties at any time. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The minimum qualifications listed 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.

IV. MINIMUM QUALIFICATIONS:

- A. Required Education:** A BS degree in Physical Therapy or a BS in a related field with a certificate in physical therapy.
- B. Required Experience:** Two to five years professional experience in Physical Therapy in a health care setting (not including internship).
- C. Required Skills:** Ability to physically lift and assist clients in hands-on care. Good verbal and written communication skills. Good interpersonal skills. Ability to perform physical therapy procedures effectively and safely. Ability to work with people from different socio-cultural backgrounds in an effective manner. Ability to accept and utilize supervision.
- D. Required Certifications/Licensing:** (State) license in Physical Therapy.

- E. **Desired or Preferred Knowledge, Skills, and/or Abilities:** Addresses clients, families, employees and colleagues with appropriate name and titles; answers telephone properly and takes messages accurately; works well with clients, showing tact, consideration and an encouraging attitude to secure cooperation; maintains a collegial relationship marked by respect and cooperation with team members and with other health care providers; is flexible in response to unexpected emergencies and changes in workload and staffing; and works where appropriate with minimal supervision.

V. POSITION DIMENSIONS:

A. Number of Employees Supervised:	Directly	Indirectly
Exempt Full-time:	_____	_____
Exempt Part-time:	_____	_____
Nonexempt Full-time:	_____	_____ 2 _____
Nonexempt Part-time:	_____	_____
Other:	_____	_____

B. **Exposure to Confidential Material:** Extensive

C. **External Contacts:** Extensive

D. **Equipment Used:** Rehabilitation Therapy equipment, PC.

E. **Budget Accountability:** \$ 0

F. **Other Dimensions/Job Measures:**

G. **Work Schedule:** M – F, hours to be determined. Occasional overtime required.

VI. WORKING CONDITIONS, PHYSICAL DEMANDS AND OCCUPATIONAL EXPOSURES:

In a typical work day, "occasionally" means 1% to 33%; "frequently" means 34% to 66%; "continually" means 67% to 100%.

A. Physical Demands:	Never	Occasionally	Frequently	Continually
1. Employee must:				
sit	___	___	_x_	___
stand	___	___	_x_	___
walk	___	___	_x_	___
crawl	___	_x_	___	___
kneel, squat or crouch	___	_x_	___	___
bend	___	_x_	___	___
climb	___	___	_x_	___
balance	___	_x_	___	___
talk or hear	___	___	___	_x_
taste or smell	___	_x_	___	___
reach above shoulder-level	___	_x_	___	___
manipulate foot controls or pedals	___	_x_	___	___
2. Employee must:				
lift up to 10 lbs	___	___	_x_	___
lift up to 25 lbs	___	___	_x_	___
lift up to 50 lbs	___	_x_	___	___
lift over 50 lbs	___	_x_	___	___
carry up to 10 lbs	___	___	_x_	___
carry up to 25 lbs	___	___	_x_	___
carry up to 50 lbs	___	_x_	___	___
carry over 50 lbs	_x_	___	___	___
3. Position requires use of hands for:				
repetitive movement	___	___	___	_x_
simple grasping	___	___	___	_x_
firm grasping	___	___	___	_x_
pushing/pulling	___	___	___	_x_
fine manipulation	___	___	___	_x_
writing/printing	___	___	_x_	___
twisting/turning	___	___	___	_x_
feeling	___	___	___	_x_
typing/PC/keyboard use	___	___	_x_	___
4. Employee must use neck in:				
static position	___	_x_	___	___
frequent flexing	___	___	_x_	___
frequent rotating	___	___	_x_	___
5. Employee must lift, tug, pull, transport, or restrain human or animal subjects:				
a) no ___,			yes _x_	
b) alone ___,			with help ___	
c) adults _x_,	children ___,	infants ___,	large animals ___,	small animals ___

6. This position requires:	Never	Occasionally	Frequently	Continually
use of ramps	___	_x_	___	___
use of ladders	___	_x_	___	___
use of stairs	___	___	_x_	___
working at unguarded heights	_x_	___	___	___
operation of machinery or tools	___	___	_x_	___
driving vehicles	___	_x_	___	___
ability to accurately identify and distinguish colors	___	___	___	_x_

7. This position requires:

visual abilities no ____, yes _x_

Explain: _____

hearing abilities no ____, yes _x_

oral abilities no ____, yes _x_

Explain: _____

interpersonal/human relations abilities no ____, yes _x_

Explain: _____

analytical, mathematical, memorization or other intellectual abilities no ____, yes _x_

B. Environmental Factors / Occupational Exposures:

1. Employee is exposed to:	Never	Occasionally	Frequently	Continually
loud noise	___	_x_	___	___
chemicals	___	_x_	___	___
pharmaceuticals/drugs	_x_	___	___	___
gases or fumes	___	_x_	___	___
electricity/high voltage	_x_	___	___	___
radiation	_x_	___	___	___
dust or airborne particles	___	_x_	___	___
asbestos	_x_	___	___	___
bio-hazardous materials and substances	_x_	___	___	___
infectious diseases	___	_x_	___	___
bacteria	___	_x_	___	___
viruses	___	_x_	___	___
body fluids	___	_x_	___	___
blood-borne pathogens	___	_x_	___	___
Other _____	___	___	___	___
_____	___	___	___	___

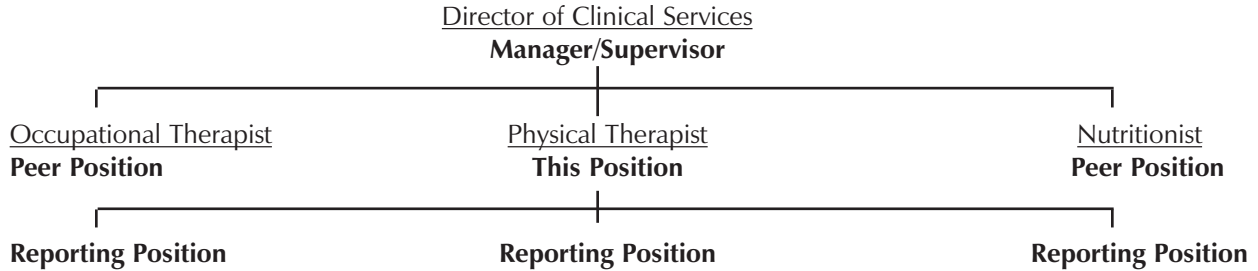
2. Physical environment:

inside , outside , extreme heat _____, extreme cold _____,
wet/humid conditions _____, dry/arid conditions _____

3. Other exposures or potential hazards: no _____, yes _____

(Explain: _____
_____)

VII. ORGANIZATION CHART:



TYPE OF SUPERVISION RECEIVED:

Supervision is present to establish and review broad objectives relative to basic position duties or clinical responsibilities.

TYPE OF SUPERVISION GIVEN:

- No supervision given to others
- Functional supervision
- Bona-fide supervision

PREPARED BY:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Incumbent Name: _____ Phone: _____

Incumbent Signature: _____ Date: _____

Supervisor Name: _____ Phone: _____

Supervisor Signature: _____ Date: _____

Human Resources Approval: _____

Date: _____

SAMPLE B

Job Title: Physical Therapist

Reports To: Center Director

Revised: (Date)

JOB OBJECTIVES:

Within an Interdisciplinary Care Team setting, incumbent promotes and maintains the physical mobility and well-being for participants both in the Center and at home if needed. Conducts assessment, treatment, teaching and counseling. Trains restorative aides, center health aides and home care aides to support restorative care plans.

JOB RESPONSIBILITIES:

- I. Using all information sources available assesses participants' physical mobility and restorative potential**
 - A. Completes assessments at admission and for quarterly care planning according to regulatory requirements and as condition change indicates.
 - B. Determines participant and family needs related to physical mobility and function.
 - C. Confers with participant and family to identify participant goals and expectations.
 - D. Coordinates with the interdisciplinary team to develop a comprehensive care plan for each participant.
 - E. Assesses participant home environment and makes recommendations for adaptations to improve independent or enhance safety.
- II. In cooperation with the Care Team, plans and performs therapeutic interventions designed to keep the participant in the community and enhance quality of life to the greatest extent possible.**
 - A. Provides individual therapy for participants as needed or prescribed in the care plan.
 - B. Carries out accepted principles and practices of physical therapy for prevention of deformities and functional decline, and support of improved function whenever possible.
 - C. Instructs participants, family members and other caregivers regarding the physical therapy and rehabilitative procedures according to individual care plans.
- III. Facilitates continuity in care management through communication and education with related agency providers and caregivers**
 - A. Instructs family caregivers and caregivers from home care and home health agencies for therapeutic continuity.
 - B. Instructs caregivers (staff and informal) in proper body mechanics for safety and improved participant mobility.
 - C. May participate in inter-agency meetings as needed.
 - D. Facilitates or participates in family meetings, support groups and Family Caregiver meetings as required.

IV. In cooperation with Occupational Therapy, provides leadership within the Care Team to ensure continuity and coordination of care

- A. Ensures the Service Coordinator is informed of care plan changes related to mobility, durable medical equipment, orthotics or home modifications.
- B. Works with Center Director to provide orientation and in-service programs for Care Team to enhance staff understanding of mobility and other physical therapy issues, meet regulatory requirements and support performance improvement
- C. Coordinates with medical equipment and orthotics providers to arrange appointments and share pertinent information.
- D. Coordinates with home modification program for installation of equipment and other changes to support independence and safety.
- E. Ensures the proper ordering, labeling and maintenance of durable medical equipment and other devices.

V. In cooperation with the Coordinator of Quality Management, participates in the Quality Management Program to support continued performance improvement

- A. Completes and ensures completion of documentation of clinical services, reviewing medical record to continuity and completeness.
- B. Participates in quality studies according to the quality plan.
- C. Recommends studies for the annual quality plan.
- D. Participates in committees that support performance improvement.
- E. Trains and supervises the Physical Therapy Assistant.

PREPARATION AND TRAINING

Graduate of an accredited Physical Therapy Program; current (State) State License in Physical Therapy

CONSEQUENCE OF ERROR

Poor judgment could lead to participant, family or staff injury or loss of function. Involves attention to detail and high levels of responsibility.

LEVEL OF SUPERVISION

A high level of autonomy is required for clinical and management decisions. Reports to Center Director.

DIRECTS WORK OF OTHERS / # OF EMPLOYEES SUPERVISED

Trains other staff and supervises Physical Therapy Assistant

EXPERIENCE

Thorough working knowledge of operation and maintenance of physical therapy equipment. Experience in clinical practice with the frail elderly. Working knowledge of the interdisciplinary model of care. Experience working with cognitively impaired seniors is important. Must be able to relate well with seniors and their families to deal with sensitive issues and facilitate problem solving. Must be flexible and able to change easily. Multi-cultural experience.

CONFIDENTIAL DATA

Has full and complete access to participant medical records and reports, requiring utmost integrity to protect participants and the program.

MENTAL/VISUAL DEMANDS AND PHYSICAL EFFORT

The physical and mental demands of this position can be high, with varied care needs of participants in the management of frail seniors in a community setting. Frequently required to manage many details within a distracting environment. Must be able to handle crisis situations.

ENVIRONMENT

While most of the work will be in the day center, the work environment will include a variety of clinical settings from day center to hospitals to nursing homes. Some exposure to odors, fumes, infections, dirt and other undesirable conditions may occur in the center.