

PHYSICAL THERAPY COMPETENCY PROFILE

Name:	Date of hire:
Title:	Employee number:
License number:	Evaluation date:
License renewal date:	
BLS renewal date:	
Other:	

Key for met/not met categories and self-needs assessment:

1. Able to perform independently
2. Able to perform after review of information
3. Able to perform with assistance only
4. Unable to perform

Time frame:

3 months = 3m
 6 months = 6m
 1 year = 1 yr

* = Annual evaluation required

Task/Behavior	References: A. Review policy/procedure B. Direct observation C. Video review D. Competency testing lab E. Written test F. Self-study packet	A	B	C	D	E	F	Date	Instructor	Time	Met	Not	Self-needs
									Initials	Frame		met	Assessment
A. DEPARTMENT OVERVIEW													
Tour of (<i>PACE program</i>)	Guided tour									3m			
Dress code	Policy #									3m			
Sign in/out	P&P manual, direct observation									3m			
Beeper paging	Policy #									3m			
Telephone & intercom system	Policy #									3m			
Location of manuals	Guided tour									3m			
Department meetings (staff, in-service)										3m			
Standards of practice										3m			
B. DEPARTMENT SAFETY PROCEDURES													
Fire safety procedure*	Disaster manual									3m			
Disaster plan, evacuation plan*	Disaster manual									3m			
Location of safety manuals*	Guided tour									3m			
Hazardous waste precautions*	MSDS manual									3m			
Body mechanics*	General CBO									3m			
CPR/basic life support	Policy #									6m			
Use of restraints*	Policy #, P&P manual									3m			
Balance Precautions	Unit learning resources									3m			
C. INFECTION CONTROL													
Handwashing	Infection control manual									3m			
Standard precautions*	Infection control manual									3m			
TB control/fit check	Policy #									3m			
Immunizations (PPD yearly)	Policy #									3m			
D. RESOURCE MANAGEMENT													
Tour of supply room(s)	Guided tour									3m			
Durable medical equipment	P&P manual, preceptor									3m			
Scheduling of therapy appointments	Preceptor									3m			
Ordering of supplies ♦ Routine supplies ♦ Purchase order requisitions	Unit learning resources, preceptor									3m			
E. ASSESSMENT OF PARTICIPANTS													
Intake and enrollment policies	P&P manual									3m			
Initial PT evaluation	Unit learning resources									3m			
Cognition/dementia assessment	Unit learning resources									3m			

Task/Behavior	References: A. Review policy/procedure B. Direct observation C. Video review D. Competency testing lab E. Written test F. Self-study packet	A	B	C	D	E	F	Date	Instructor Initials	Time Frame	Met	Not met	Self-needs Assessment
Fall risk assessment	Unit learning resources									3m			
Balance/posture assessment	Unit learning resources									3m			
Home assessment	Unit learning resources									3m			
Disenrollment policy	P&P manual									3m			
F. PHYSICAL ASSESSMENT DATA													
Normal/abnormal changes in the elderly	Unit learning resources									3m			
Range of motion measurement	Unit learning resources									3m			
♦ Active ♦ Active/assisted ♦ Passive	Unit learning resources									3m			
Manual muscle testing	Unit learning resources									3m			
Sensory/perceptual testing	Unit learning resources									3m			
Neuromotor functioning	Unit learning resources									3m			
Appropriateness of current assistive/adaptive/orthotic devices	Unit learning resources, preceptor									3m			
G. THERAPEUTIC SKILLS													
Range of motion (A/AA/PROM)	Unit learning resources									3m			
Contracture management	Unit learning resources									3m			
Modalities ♦ Hot packs	Unit learning resources									3m			
♦ Cold packs	Unit learning resources									3m			
♦ Paraffin	Unit learning resources									3m			
♦ Analgesic cream	Unit learning resources									3m			
♦ Electrotherapy	Unit learning resources, manufacturer manual									3m			
Wheelchair positioning and adaptive devices	Unit learning resources									3m			
Wheelchair mobility training	Unit learning resources									3m			
Edema control	Unit learning resources									3m			
Gross motor coordination exercises	Unit learning resources									3m			
Gait training	Unit learning resources									3m			
H. USE/MAINTENANCE OF EQUIPMENT													
Wheelchairs ♦ Manual ♦ Power	Unit learning resources, manufacturer manuals									3m			
Reclining wheelchair	Unit learning resources, manufacturer manual									3m			

Task/Behavior	References: A. Review policy/procedure B. Direct observation C. Video review D. Competency testing lab E. Written test F. Self-study packet	A	B	C	D	E	F	Date	Instructor Initials	Time Frame	Met	Not met	Self-needs Assessment
Walker	Unit learning resources									3m			
Rolling walker	Unit learning resources									3m			
Hemi-walker	Unit learning resources									3m			
Platform walker	Unit learning resources									3m			
Wedge	Unit learning resources, manufacturer manual									3m			
Hoyer lift	Unit learning resources, manufacturer manual									3m			
Crutches ♦ Loft strand ♦ Standard	Unit learning resources									3m			
Straight cane	Unit learning resources									3m			
Quad cane	Unit learning resources									3m			
Above knee prosthesis	Unit learning resources									3m			
Below knee prosthesis	Unit learning resources									3m			
Short leg brace (double upright)	Unit learning resources									3m			
Ankle foot orthosis (AFOs)	Unit learning resources									3m			
Knee ankle foot orthosis (KAFOs)	Unit learning resources									6m			
Knee immobilizers	Unit learning resources									3m			
Splints	Unit learning resources									3m			
I. CARE OF PARTICIPANTS													
Neurodevelopmental treatment	Unit learning resources									3m			
Amputee management	Unit learning resources									3m			
Muscle stretching	Unit learning resources									3m			
Range of motion exercises	Unit learning resources									3m			
Gait training	Unit learning resources									3m			
Orthopedic precautions	Unit learning resources									3m			
Positioning	Unit learning resources									3m			
Emergency intervention	Mock codes, situational analysis									3m			
J. PATIENT SPECIFIC COMPETENCIES													
Age specific*	Self-study module									3m			
Latex allergy*	Self-study module									3m			
Cultural respect*	Self-study module									3m			

Task/Behavior	References: A. Review policy/procedure B. Direct observation C. Video review D. Competency testing lab E. Written test F. Self-study packet	A B C D E F	Date	Instructor Initials	Time Frame	Met	Not met	Self-needs Assessment
K. MANAGEMENT OF INFORMATION								
Unit therapy documentation	Medical records manual				3m			
Teaching documents	Medical records manual				3m			
Patient confidentiality	Policy #, P&P manual				3m			
Completion of physician orders	Medical records manual				3m			
Participation in MDC	Unit learning resources, preceptor				3m			
L. UNIT SPECIFIC								
Therapy attendance policy	P&P manual				3m			
Wheelchair maintenance policy/contract	P&P manual				3m			
Seizure precautions/management	Module				3m			
M. QUALITY IMPROVEMENT								
Therapy equipment checks	Preceptor				3m			
Chart review	Preceptor				3m			
Standard precautions monitor	Preceptor				3m			
QI committee	Meeting minutes				3m			

Date competency profile completed: _____

Action plan initiated: Yes No
(If yes, please add action plan to competency profile.)

I understand that it is my responsibility to notify my immediate supervisor if at any time I am unable to perform the basic competencies required to practice in my assigned clinical area.

Employee signature: _____

Preceptor signature: _____

(Attach the competency profile action plan here.)