

# KIOWA COUNTY MEMORIAL HOSPITAL

## JOB DESCRIPTION

**Position ID** #

**POSITION** Physical Therapist Assistant – Full time 40 hours/week

**SUMMARY** A certified physical therapist assistant (CPTA) works under the supervision of a licensed physical therapist. A physical therapist assistant is responsible for administering physical therapy modalities as supervised by the physical therapist. The CPTA assists with restoration of patient functioning to prevent disability following injury, disease or physical disability. A CPTA assists patients in reaching their maximum performance and level of function.

**EDUCATION** Graduation from a certified physical therapist assistant.

**EXPERIENCE REQUIRED** At least one year of related experience is desired.

### **SKILLS AND ABILITIES**

- Must have good communication skills, keeping communication open between the physical therapist, physicians, nursing, and clerical staff
- Demonstrates analytical skills necessary for evaluation of the patient's condition in order to make accurate observations and report changes in patient behavior to the physical therapist and medical staff
- Requires basic knowledge of physical therapy techniques and theory
- Requires ability to motivate patients
- Requires above average oral and written communication skills
- Ability to learn new techniques and use new equipment
- Ability to work with a variety of patients
- Ability to take instruction
- Knowledge of normal development and change due to disability or illness
- Ability to use numbers
- Ability to see details and observe how 3-dimensional objects fit together
- Ability to stand and move about over an extended period of time
- Ability to move and handle heavy equipment and lift heavy objects safely
- Demonstrates ability to work collaboratively as a member of a team
- Ability to be flexible with changing priorities, prioritize work load
- Ability to respond to inquiries and requests for information
- Demonstrates interpersonal skills necessary to interact effectively with patients, families and staff members in a professional, courteous, friendly, sincere and understanding manner which projects a positive image consistent with KCMH guest relation standards
- Ability to anticipate potential problems/conflicts and to take appropriate action

### **ESSENTIAL RESPONSIBILITIES**

1. Guides and safely assists individuals in therapy programs. Instructs, motivates and assists patients to learn and improve functional activities including gait, transfers and activities of daily living.
2. Observes and records patient reaction to treatment and progress.
3. Prepares and maintains materials required for therapy activities.
4. Instructs patients, family members and caregivers in exercises.
5. Prepares work area and equipment for patient activities

6. Instructs patients and caregivers in care of adaptive equipment
7. Meets HIPAA standards regarding patient and hospital information
8. Manages the daily appointment calendar and activities. Responds to inquiries, correspondence and telephone calls.
9. Corresponds with physicians in a timely manner by telephone or written notes.
10. Maintains patient records and coordinates with Health Information Management
11. Promotes continuity of care.
12. Works with hospital personnel to ensure safe working conditions for themselves and patients. Works with hospital Administration to provide safety programs to evaluate employees for return to work after a work related injury and to prevent work injuries.
13. Ensures the appropriate use of resources, meets team expectations for professional behavior and productivity, and meets required competency standards and continuing professional education requirements
14. Performs other related duties as required.

***This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the Department.***

**SUPERVISION** Works under the supervision of a licensed physical therapist and performs duties as permitted by law or regulation.

### **PHYSICAL REQUIREMENTS**

- Requires the physical ability and stamina to remain on feet and/or walk for long periods of time, push wheelchairs and carts, lift or pull patients or supplies, provide CPR, perform specified treatment modalities, train for activities of daily living, etc.
- Requires fine motor skills for manipulation of highly technical equipment used to meet patient care needs and the visual acuity and manual dexterity to perform the essential functions of the position
- Requires extended periods of time sitting, and/or standing
- Requires the physical ability to perform the essential functions of the position.
- Must be able to lift and transfer at least 50 pounds
- Ability to see within normal parameters
- Ability to hear within normal range
- Excellent eye/hand coordination
- Must be able to exchange information using good oral and written communication skills.

**MACHINES TO BE USED** Wheelchairs, walkers, canes, crutches, traction equipment, weights, ultrasound, electrical stimulation, hot packs, cold packs, iontophoresis, exercise bicycles, treadmills and elliptical machines.

**ENVIRONMENTAL** Indoor, general hospital environment

**SPECIAL SKILLS** Must be professional and courteous at all times. Must be able to handle and prioritize many tasks simultaneously. Must effectively utilize time and show self confidence and enthusiasm for work. Requires full knowledge of equipment needed to perform job duties. Must be able to work under the supervision and guidance of the physical therapist even without direct supervision when the physical therapist is not on site.

**TRAINING AFTER HIRE** Training programs that apply to the position or to enhance job performance will be required. Hospital wide in-service attendance will be required.

**SPECIAL LICENSES REQUIRED** Current Kansas Physical Therapist Assistant license is required. It is the employee's responsibility to provide current licensure information to the hospital.

**DESIGNATION FOR ACCESS TO HEALTH INFORMATION**

Choose appropriate designation

- Demographic information only
- Financial information only
- Clinical information only
- All patient information for patients receiving physical therapy services



I have reviewed the above job descriptions and requirements and verify that I can meet all the specified duties and requirements.

I understand that Kiowa County Memorial Hospital (KCMH) cannot guarantee my employment and that KCMH can change wages, benefits and conditions of my employment at any time.

I understand that in the performance of my duties as an employee of KCMH, I must hold in confidence all that pertains to the patient, relatives and all other employees. Furthermore, I understand that intentional or involuntary violation of my employer's confidentiality may result in immediate termination of employment for cause.

I understand that a conditional job offer is extended, pending pre-employment physical.

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*Employee signature*

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*Date*