

Career Service Authority

Physical Therapy Aide

Revised Date	09/16/95
Revised By	Jean Canfield
EEOC Code	5 Paraprofessional
FLSA Code	Non-Exempt
Est. Date	09/16/95

General Statement of Duties

Performs basic treatments to restore functions and prevent disability following disease, injury, or loss of body parts under the direct supervision of a Physical Therapist.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Under the supervision of a Physical Therapist, performs therapeutic intervention which includes exercise, massage heat, water, light and electricity utilizing therapeutic equipment.
 - *Skill in assisting professional medical staff with therapy, treatment, or other procedures related to the area.*
 - *Skill in understanding and applying oral, written, illustrated, or demonstrated instructions.*
2. Performs a variety of modalities which includes Ultrasound, Electrical Stimulation, Hot Packs, /cold Packs, Ice Massage, Biofeedback and JOBST under the guidance of a physical therapist.
 - *Skill in assisting professional medical staff with therapy, treatment, or other procedures related to the area.*
 - *Skill in understanding and applying oral, written, illustrated, or demonstrated instructions.*
3. Maintains clinical areas by restocking with necessary supplies and ensures all rooms and equipment are maintained.
 - *Knowledge of inventory practices sufficient to be able to identify shortages and reorder stock.*

- *Knowledge of equipment and instruments sufficient to be able to maintain and clean equipment common to the area as necessary.*
- 4. Assists in transporting patients from one area to another and scheduling patients when required.
 - *Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment.*
 - *Skill in transporting patients from one area to another.*
- 5. Maintains statistics associated with treatment productivity.
 - *Knowledge of inventory practices and requirements sufficient to be able to maintain an adequate level of supplies.*
- 6. Performs general assistance which may include quality assurance, filing and maintaining records.
 - *Skill in maintaining and organizing departmental records, reports and files.*
- 7. Cooperates with other personnel to achieve departmental and interdepartmental objectives and maintain good employee relations.
 - *Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.*
 - *Skill in utilizing the principles and practices of effective and persuasive communication to elicit and/or present explanatory or interpretive information.*
- 8. Provides clerical assistance as needed which includes scheduling patients, answering phones, and other supportive tasks to ensure a smooth operation.
 - *Knowledge of office / hospital procedures sufficient to be able to perform a variety of clerical tasks.*
- 9. Attends meeting as required.
 - *Skill in communicating and presenting factual information related to the work assignment.*
 - *Skill in utilizing interpersonal communications as well as the comprehension and application of departmental updates.*

10. Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above

Job Requirements

Level of Supervision

No supervisory responsibility.

Guidance and Decision Making

Procedures, methods, and techniques to be used are well established with options to be considered well-defined. Detailed oral and/or written instructions are normally given during the training period. Duties assigned are primarily routinized, repetitive, and restricted in intricacy with little or no discretion in how they are carried out. Work product is subject to continual review.

Interpersonal Communications

Contact with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Physical Demands

Balancing: maintaining body equilibrium to prevent falling over.

Crouching: bending body downward and forward by bending legs.

Eye/Hand/Foot coordination: Performing work through using two or more.

Feeling: perceiving attributes of objects by means of skin.

Handling: seizing, holding, grasping, or otherwise working with hand(s)

Hearing: Perceiving the nature of sounds by the ear

Kneeling: bending legs to come to rest on one or both knees.

Pushing: exerting force upon an object so that the object is away.

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive Motions: Making frequent movements with a part of the body

Standing: remaining on one's feet in an upright position.

Stooping: bending the body by bending spine at the waist.

Talking: Expressing or exchanging ideas by means of spoken words

Walking: Moving about on foot on uneven surfaces,

Physical Strength	Lifting: Raising or lowering an object more than 50 pounds.
Vision Requirements	Accommodation: ability to adjust vision to bring objects into focus. Color Vision: ability to distinguish and identify different colors. Depth Perception: ability to judge distance and space relationships. Far Acuity: Ability to see clearly at 20 feet or more. Field of Vision: ability to see peripherally. Near Acuity: Ability to see clearly at 20 inches or less.
Mental Demands	Memorization Oral Comprehension Spatial Orientation Written Comprehension
Environmental Conditions	Wet: frequent contact with water or other liquid.
Working Conditions	Contact with patients under wide variety of circumstances Exposed to infections and contagious disease. Exposed to odors in kitchen and/or patient areas. Exposed to patient elements Exposed to risk of blood borne diseases. Exposed to unpleasant elements (accidents, injuries and illness) Exposure to unpleasant patient or unit elements. Subject to many interruptions.
Minimum Education	Graduation from high school or possession of GED Certificate.
Minimum Experience	Two years of experience in patient care setting.
Equivalency	A combination of appropriate education and experience may be substituted for the minimum experience requirement.