

## Job Description



**Job Title:** Physical Therapy Tech  
**Location:** Laramie  
**Department:** Physical Therapy  
**Report To:** Director of Physical Therapy

### Job Summary:

Prepares patients and equipment for treatment and administers treatment as directed by the staff Physical Therapist or Physical Therapy Assistant, assists in administrative duties, and is vital in maintaining an orderly and clean treatment environment to help provide the highest quality of patient care.

### Core Competencies

#### Proactive

Anticipatory, change-oriented and self-initiated behavior. Proactive behavior involves acting in advance of a future situation, rather than just reacting. It means taking control and making things happen. Proactive employees generally do not need to be asked to act, nor do they require detailed instruction. Take initiative to see an issue and develop realistic solutions.

#### Achieve

Demonstrate effort, skill, or tenacity to reach or attain a desired objective, level of performance or quality of work. Carry out tasks successfully and completely. Attain goals despite difficulty. Able to exert the necessary effort using their own skill set to perform at the highest level desired within our organization.

#### Team Conscious

Demonstrate a genuine interest in thoughts and opinions, values, and needs of co-workers. Avoid speaking, writing, or doing other things that could be seen as disrespectful of patients and/or co-workers. Recognize and show respect for the strengths and contributions of others. Work with others to accomplish a common goal or objective.

#### Integrity

Act in ways that demonstrate personal reliability, honesty, and care that exhibit integrity and serves as a positive example of why others should trust the motives of our organization. View yourself as a reflection of the organization by following through on commitments and accepting ownership of any mistakes they might make. Leave others with a clear impression that integrity is a core value of Premier Bone & Joint Centers. This is in contrast to individuals who make commitments that go unmet, fail to acknowledge their role in disappointing events, or whose actions (or inaction) leave others with doubts about the level of trust that should be placed in Premier Bone & Joint Centers.

#### Excellence

Have the will to win, the desire to succeed, the urge to reach their full potential. We are what we repeatedly do. Excellence is the path chosen to be successful at work. The word excellence is defined as the quality of surpassing the average, possessing high qualities in one's field. It's about developing a winning mindset that says "I want to be great at what I do. I want my personal life and my work to be spectacular." Developing excellence is a deliberate process and takes time, yet it can be developed by creating a personal strategy that will put you on the road to success in life and in the workplace.

## Never Quit

Can always be counted on to go above and beyond what is asked. Always give extra and unending effort and offer support to other team members. Persevere in completing tasks and don't get discouraged or cut short efforts to accomplish goals and objectives. Make and fulfill commitments. Establish a pattern of working independence, always intend to fulfill any promise made, prepare for meetings and other tasks.

## Trust

Believe that someone or something is reliable, good, honest, and effective. Act responsibly for the safety and care of Premier Bone & Joint Centers' patients. One is able to believe that something relayed by this employee, is true or correct even though you do not have proof of it. One is able to have firm belief in the reliability, truth, ability, or strength of this employee. This is an employee that one would put complete faith in and be confident that the integrity of this employee would guide their actions.

## Communication

Communicate effectively, respectfully, and appropriately. Use good judgment as to what to communicate to whom by utilizing the chain of command, as well as the best way to get that accomplished. Speaks in a clear and credible manner, selecting the right tone for the situation and audience. Listen to others and allow them to make their point. Be respectful to feedback and respond accordingly.

## **Essential Duties and Responsibilities – Patient Care**

### Exercises

Perform exercises with patients as specified by the staff Physical Therapist or PTA, updates therapists on patient tolerance and records appropriately in documentation.

### Assist Physical Therapist

Assist the Physical Therapist as needed with patient treatment, transfers, and wound care in an efficient manner to improve flow of patient care.

### Vital Signs

Monitors vital signs of the patient (oxygen saturation, heart rate, and blood pressure); maintains adequate knowledge base regarding cardiovascular and respiratory precautions for the patient and communicate results with therapists.

### Communicate Patient Changes

Communicate any changes in physical or mental condition of patient to staff Physical Therapist or other relevant personnel prior to initiating any interventions. Communicate patient's tolerance to interventions to help promote advancing the program.

## **Essential Duties and Responsibilities – Clinic Operation**

### Patient Medical Records

Update patient medical history, assist with educational handout creation, distribution, and upload to medical records.

### Clinic Cleanliness/Orderliness

Clean clinic tables, equipment, and therapy food area. Ensure water in pool and bathroom areas is mopped up after pool use. Maintain general work area cleanliness and equipment working conditions through established maintenance procedures

## **Inventory**

Ensure inventory and supplies are fully stocked in treatment areas (equipment, linens, lotions, goniometers, etc); alert appropriate personnel of ordering needs and assist with ordering supplies.

## **Assists Therapy Office**

Readily answer phones by third ring when office personnel is busy, is able to transfer calls to appropriate location, schedule patients appropriately, and assist with opening and closing tasks when the therapy office staff are in need of assistance.

## **Equipment**

Utilize correct/safe technique when using equipment and notify appropriate personnel of malfunctioning equipment per department policies.

## **Departmental Duties**

Perform related departmental duties as assigned by Physical Therapist or Director of Physical Therapy, such as organizing, updating, and ordering.

## **Educational Activities**

Participate in educational activities to promote the role and advancement of physical therapy in the community, to PBJC staff, and therapy clinic outside of traditional clinic duties.

## **Information Processing**

### **Language Use Skills**

Skill in language use, including reading and comprehending instructions, short correspondence, and memos; constructing correspondence, and presenting information in one-on-one, small group situations, in person and electronically.

### **Computer Use**

Utilize computer to perform department functions and appropriate communication; Check e-mail daily, while at work, to receive departmental communication within, and respond to emails within 24 hours; readily utilize multiple software systems for patient; does not use computers for personal tasks.

## **Interpersonal Skills**

### **Compassion**

Demonstrate compassion and caring in dealing with others, including patients, co-workers, and visitors.

### **Analyzing Skills**

Analyze situations accurately, make decisions to bring a favorable resolution, and take effective action; seeks out help when appropriate.

### **Flexibility**

Respond with flexibility to changing work load and/or patient assignments.

### **Working Relationships**

Ability to establish and maintain effective working relationships with physicians, co-workers and the public that harbor a friendly, yet professional interaction.

Demonstrate willingness to readily interact with other staff members and department leaders.

### **Personal Growth**

Accepts responsibility for own professional growth and personal conduct by seeking knowledge in work specific areas, taking advantage of opportunities at work to observe and volunteer.

## Stressful Situations

Able to be flexible, organized, and function under stressful situations.

## Adherence to Facility/Departmental Policy

### Attendance and Punctuality

Maintain good attendance record and arrive to work punctually. Utilize established time clock system appropriately.

### Overtime

Able to substantiate overtime, minimize overtime and adjust hours as needed.

### Dress Code/Identification

Follow dress code of the department, appear professional when present in the clinic, wear identification while on duty, and communicate name and role to patient appropriately.

### Cell Phone Use

Cell phone may be used for business purposes only. Utilize cell phone for personal use only during breaks or meal periods and out of the public eye.

### Confidentiality

Observe confidentiality of information in regards to patients, physicians, and fellow employees; ability to maintain confidentiality under HIPAA standards.

### Safety & Infection Control Policies/ Standards of Care

Adhere to safety and infection control policies and standards of care policies, including patient privacy rights.

## Care of Environment, Equipment, and Supplies

### Education

Degree/Diploma Obtained	Program of Study	Required/Preferred
High School Diploma or Equivalent		Required
	Kinesiology or similar	Preferred

### Certification & Licensures

Description	Program of Study	Required/Preferred
Certification	Basic Life Support for Healthcare Provider	Required
	On the job training	Required

### Experience

Years of Experience	Required/Preferred
Previous customer service experience, particularly in a healthcare setting	Preferred

### Physical Requirements

Action	Description	Frequency
Seeing	Must be able to read patient charts, use a computer, and visually evaluate the patient during the rehabilitation process	Constant
Hearing	Must be able to hear well enough to communicate	Constant

	with physicians, medical staff, physical therapy staff, administrative staff, and patients/families	
Speaking	Must be able to verbally communicate with physicians, medical staff, physical therapy staff, administrative staff, and patients/families	Constant
Fingering/Grasping	Must be able to write and type, to use hands and fingers to aid in patient rehabilitative care, and to maneuver rehabilitation equipment	Constant
Bending/Crouching	Must be able to lower one's body in order to aid patients during the rehabilitation program, and to maneuver rehabilitation equipment	Frequently
Sitting		Frequently
Standing		Frequently

### Weight Demands

Action	Description	Frequency
Lifting	Must be able to lift 10 pounds or less	Frequently
Lifting	Must be able to lift 11 – 25 pounds	Frequently
Lifting	Must be able to lift 26 – 75	Occasionally
Lifting	Must be able to lift 76 or more pounds	Occasionally
Pushing/Pulling	Must be able to aid patients during the rehabilitation program and maneuver rehabilitation equipment	Frequently

### Working Conditions

*The fast paced nature of this position may lead to increased levels of personal stress and demand high mental acuity.*

### Environmental Hazards

Work environment contains rehabilitation equipment that may pose a danger if operated improperly.

### Physical Hazards:

Physical harm is possible when performing physical requirements, as listed above. Exposure to communicable disease, bodily fluids, and/or toxic substances is possible and can be physically harmful.

### Unique Work Schedule/Travel

May be required to work after hours, on weekends, or holidays. May be required to provide services outside the clinical setting (i.e. at University or High School athletic events).

## Employee Statement of Understanding

*I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.*

*I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct related to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.*

*As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with patients, customers, and fellow employees.*

***Note: This description is intended to describe the general job duties and employment requirements for adequate job performance, and should not be interpreted as an exhaustive report. Additional duties and responsibilities may be assigned at the discretion of the employees' supervisor.***