**JOB DESCRIPTION**

**Department:** Rehabilitation Department  
**Date Effective:** 08/05/2014  
**Review Date and By:**  
**Developed by:** M. Tucker

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**SUBJECT:** Licensed Physical Therapy Assistant - JOB DESCRIPTION

**POSITION SUMMARY:**  
The physical therapy assistant (PTA) performs physical therapy procedures and related tasks that have been selected and delegated only by a supervising physical therapist (PT). The PTA uses their knowledge, skills and behaviors needed to help the physical therapist provide selected interventions as described in the patient's plan of care. The PTA uses their clinical problem solving skills to ensure the patient/client safety and comfort, as well as completion of interventions selected to achieve the patient’s desired outcomes and goals.

**ESSENTIAL FUNCTIONS:**
- May use appropriate therapeutic procedures, therapeutic exercises, and therapeutic modalities while providing patient education as directed and supervised by a licensed Physical Therapist.
- May advance a patient’s treatment plan as appropriate and in accordance with Idaho State Law.
- May provide therapy interventions with no less standards than general supervision as outlined by the physical therapy licensing board.
- A physical therapist assistant may change a procedure or intervention if such change of procedure or intervention has been included within the treatment plan of care as set forth by a physical therapist.
- A physical therapist assistant must communicate any change in a patient’s condition to the directing and supervising physical therapist prior to continuing the patient’s plan of care.
- Consults with the physical therapist on any patient care related issues and matters related to patient’s plan of care.
- Communicates effectively the patient care needs to the directing and supervising physical therapist.
- Fosters collaboration with the physical therapist to achieve optimal patient/client care and to enhance the overall delivery of physical therapy services.
- Provides patient care with altruism, compassion, duty, and the utmost integrity.
- Continuing competence to assure the highest standard of care for the patient’s served.
- Responsible for assisting in the ordering of supplies.
- Maintains strict confidentiality regarding knowledge of all patient information (HIPAA), confidential staff and hospital business.
- Demonstrates the ability to communicate and receive constructive feedback in a positive manner.
- Responsible for establishing and maintaining healthy interpersonal relationships with all staff members.
- BGH maintains the right to establish work schedules and to be assured of employee’s attendance when scheduled. Maintaining regular attendance and punctuality is a required Essential Function of this position.
- Ages of patients served and age specific technology:
  - All age groups

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**SUPERSEDES ISSUE DATE:** 8/97, 9/05, 08/06, 09/10, 10/13  
**REPLACES:** Changes are the result of QI activities ☐Yes ☐No
OTHER RESPONSIBILITIES:
- Recognizes the important part this position plays in Performance Improvement of the on-going delivery of care, as outlined in the Bonner General Health Mission Statement
- Abides by all Federal, State and Hospital laws, regulations and guidelines
- Abides by the Bonner General Health Compliance Program

The above statements reflect the general details considered necessary to describe the principle functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position. BGH operates 24 hours per day, 365 days per year. The operational needs of departments and safety of patients may require that employees be available to work all shifts, weekends and holidays and in any department to meet the needs of the patients.

JOB SPECIFICATIONS:
- Skills:
  - Ability to read, write legibly and comprehend the written and spoken word in English
  - Basic computer literacy and ability to effectively learn new software programs required
- Education:
  - Associates Degree from an accredited Physical Therapist Assistant program required
- Experience:
  - Minimum new graduate - experience in pediatric and geriatrics is preferred
- Licensure and certifications:
  - Current Idaho PTA license
  - Current CPR certification
  - Valid driver's license
- Requirements of employment:
  - Personal vehicle for on-the-job transportation
  - Provide proof of liability insurance on personal vehicle
  - Must be able to successfully pass a driver's license record background check
  - Employment is contingent upon successfully passing a fingerprint-based criminal history background check through the Idaho Department of Health and Welfare
- Supervisory: none
- Supervised by: Director of Rehabilitation

PHYSICAL DEMANDS
- Job allows employee to vary physical position or activity for comfort
- In a normal work day, may be required to stand and/or walk for 8 hours or longer
- In an average work day, the weight requirements are:
  - **Note**: Employees are responsible for safely moving, lifting and handling all supplies, equipment and patient care needs. Safe lifting practice is expected in all areas of job performance and employees are responsible to request help whenever needed, regardless of the weight, using available assistance, i.e. lifting devices or additional staff.

<table>
<thead>
<tr>
<th>Weight Range</th>
<th>Not Required</th>
<th>Rarely (Explain)</th>
<th>Occasionally (1% to 33%)</th>
<th>Frequently (34% to 66%)</th>
<th>Continuously (67% to 100%)</th>
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</thead>
<tbody>
<tr>
<td>0 to 10 lbs</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>11 to 25 lbs</td>
<td>X</td>
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<td>X</td>
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<td>26 to 50 lbs</td>
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<td>X</td>
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<td>51 to 75 lbs</td>
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<td>76 to 100 lbs</td>
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<td>Over 100 lbs</td>
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</tbody>
</table>
PHYSICAL DEMANDS: (cont.)

- In an average work day, the employee may be required to perform:

<table>
<thead>
<tr>
<th>Activity / Action</th>
<th>Not Required</th>
<th>Rarely (Explain)</th>
<th>Occasionally (1% to 33%)</th>
<th>Frequently (34% to 66%)</th>
<th>Continuously (67% to 100%)</th>
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<tbody>
<tr>
<td>Climbing</td>
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<tr>
<td>Bending / Stooping</td>
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<tr>
<td>Kneeling</td>
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<td>Crouching</td>
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<td>Twisting</td>
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<td>Reaching Shoulder Height &amp; Below</td>
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<tr>
<td>Reaching Above Shoulder Height</td>
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<tr>
<td>Grasping / Handling</td>
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<td>Fine Manipulation / Fingering</td>
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<td>Pushing / Pulling (lbs.)</td>
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<td>Operating Foot Controls (lbs.)</td>
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<td>Other</td>
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Explain:
- All sensory skills (speech, vision, smell, touch, hearing) required, corrected to near normal range; Absence of color blindness required
- Mental and physical health necessary to meet demands of the department:
  - Mental ability to cope with and function effectively during stressful / emergency situations
  - Remains calm, polite, and positive with others when under pressure
  - Avoids excessive use of unscheduled absences as defined by hospital policy
- Environment:
  - Time spent indoors -90%; Outdoors - up to 10%
  - Temperature and humidity - normal indoors; outdoors extremely variable
- Atmosphere conditions – □ odors, □ dusts, □ mists, □ fumes, □ gases
- Hazards:
  - Mechanical related to equipment common to an acute care environment
  - Radiation (x-ray)
  - Medicinal preparations
  - Biological
  - Hazards are listed in MSDS which are available online or by telephone/fax
  - Protective clothing and devices required and provided by employer

I understand that this job description is intended to convey information essential to my understanding the scope of the position; this is not intended to be an exhaustive list of all responsibilities, skills, efforts, duties or working conditions associated with the position. I acknowledge that I have read the complete job description and that I can perform all functions, skills and requirements that are stated herein.

Print Name:__________________________________________________________

Signature:_________________________________________ Date:________________________