



<b>Job Title:</b> <u>Physical Therapy Technician</u>	<b>Prepared By:</b> <u>Honie Manley</u>
<b>Department:</b> <u>Clinic</u>	<b>Approved By:</b> <u>Erika Stephan</u>
<b>Reports To:</b> <u>Assigned PTA</u>	<b>Date:</b> <u>05/26/2017</u>
<b>FLSA Status:</b> Non-Exempt	

### Position Summary:

Assist Physical Therapists and Physical Therapy Assistants with physical therapy treatments as directed by licensed therapist. May administer treatments under the direction of a licensed therapist only. May also be involved with a post rehab program.

### Essential Functions:

- Observe patients during treatment to compile and evaluate data on patients' responses and progress, and report to the physical therapist.
- Confer with licensed therapist and others to discuss and evaluate patient information for planning, modifying and coordinating treatment.
- Instruct, motivate, safeguard and assist patients practicing exercises and functional activities, under the direction of therapist.
- Record treatment given, equipment used; measure patient's range-of-joint motion, body parts, or vital signs to determine effects of treatments or for evaluations.
- Perform clerical duties, such as taking inventory, ordering supplies, answering telephone, taking messages, and filling out forms, creating home exercise programs.
- Clean and organize work area and disinfect equipment after each treatment.
- Secure patients into or onto therapy equipment.
- Transport patients to and from treatment areas, using wheelchairs or providing standing support with other assistive devices.
- Maintain equipment and furniture to keep it in good working condition, including performing the assembly and disassembly of equipment and accessories.
- Administer active or passive manual therapeutic exercises, heat, light, sound, water or electrical modalities, such as ultrasound; as indicated by therapist.
- Wash, Dry and Change linens, such as towels and pillow cases.
- Arrange treatment supplies to keep them in order.
- Assist patients to dress, undress, or put on and remove supportive devices, such as braces, splints and slings.
- Take vital signs as needed.
- Knowledge and compliance of HIPAA, state and federal guidelines on privacy.

## **JOB QUALIFICATIONS:**

- Education: High School Diploma required; Bachelor's Degree preferred
- Minimum Experience: Background in Physical Therapy and/or personal training.

## **SKILLS:**

- Active Listening
- Instruction
- Time Management
- Speaking
- Critical Thinking
- Learning Strategies
- Science
- Monitoring
- Reading Comprehension
- Operation and Control
- Equipment Maintenance
- Operation Monitoring

## **LIMITATIONS AND DISCLAIMER**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their Coordinator in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

## **EEO Statement**

*Comber Physical Therapy and Fusion Chiropractic provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements Comber Physical Therapy and Fusion Chiropractic complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.*

## **Acknowledgment Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

File: Personnel Folder