



JOB TITLE: Physical Therapist Assistant
REPORTS TO: Clinic Manager
FLSA STATUS: Non-exempt
JOB OVERVIEW: Responsible for patient care under the direction of Physical Therapist. Supervises aids in direct patient care and related activities as needed.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

1. Provides physical therapy treatments according to the physical therapists' treatment plan.
2. Communicates with manager and other health care interdisciplinary team members regarding patient progress, problems or plans.
3. Records daily treatment notes, portions of monthly progress notes, and discharge summaries timely and completely.
4. Maintain patient records confidentially.
5. Records treatment charges daily and completes charge tickets in accurate and timely manner.
6. Supervises Physical Therapy Aides in direct patient care and related activities as requested.
7. Complies with the Washington State Physical Therapy Act.

ADDITIONAL RESPONSIBILITIES:

1. Must be able to recognize and respond appropriately to urgent/emergent situations per protocols.
2. Maintain work area, exam rooms and supplies.
3. Maintain professional appearance and personal conduct at all times.
4. Follows all of The Doctors Clinic policies and procedures.
5. Adhere to employer work practices as described in TDC Occupational Exposure Plan policy.
6. Establish and maintain effective working relationships with physicians, staff and management.
7. Keep regular clinic hours as approved by Manager.
8. Attends meetings as requested.
9. Perform other duties as assigned.

QUALIFICATIONS:

Education:

1. High school diploma or equivalent.
2. Completion of an accredited Physical Therapist Assistant program.
3. Current Washington State Physical Therapist Assistant license

Certification/Licensure: CPR certification for *Health Care Providers*.

Experience: One year as a Physical Therapy Assistant or comparable internship.

Skills:

1. Strong organizational and interpersonal skills.
2. Knowledge of CPT & ICD-9 coding procedures.
3. Thorough knowledge of physical therapy assistant principles and practices
4. Working knowledge of computer programs.

Other Requirements:

1. Maintain current CPR. Maintain current State of Washington license
2. Ability to multi-task efficiently and effectively.
3. Must be able to act calmly and effectively in a busy or stressful situation.
4. Ability to communicate effectively in the English language in person, by phone and in writing.
5. Requires adherence to all policies and procedures, including but not limited to standards for safety, attendance, punctuality and personal appearance.

Physical Requirements:

Hearing: Adequate to perform job duties in person and over the telephone.

Speaking: Must be able to communicate clearly to patients in person and over the telephone.

Vision: Visual acuity adequate to perform job duties, including visual examination of patient and reading information from printed sources and computer screens.

Other: Requires frequent lifting and carrying items weighing up to 30 pounds unassisted, including assisting patients when required. Adequate physical ability including sufficient manual dexterity to perform the requisite health care service, including injections.

Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift. Requires exposure to communicable diseases, bodily fluids, medicinal preparations and other conditions common to a clinic environment.

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the Physical Therapist Assistant Job Description and understand the functions and objectives of the position at this Center.

Employee Signature: _____ Date: _____

THE DOCTORS CLINIC IS AN EQUAL OPPORTUNITY EMPLOYER