

PTA Job Description/ Technical Standards

The following represents duties and skills that are required of the graduate PTA in an employment situation. Students enrolling in the program will be required to acquire the knowledge and skill needed to perform the essential duties and responsibilities of the job. This document should be read and understood by all applicants to the PTA program to gain an understanding of the physical, cognitive and behavioral demands of the program and ultimately of employment in the profession of physical therapy.

Essential Duties and Responsibilities

- Follows through with plan of care as established by the physical therapist, including but not limited to application of modalities, therapeutic exercise, functional retraining and gait training, patient and family education.
- Observes patients during treatments and gathers data related to the individual's response to treatment and progress; reports orally or in writing to the physical therapist.
- Documents the care provided and observations made.
- Performs other clerical duties such as taking inventory, answering telephone, taking messages, filling out billing forms.
- Assists with preparation of department reports/ records.
- Utilizes and maintains equipment, requesting supplies as needed.
- Maintains a safe and orderly work environment.
- Monitors treatments provided by PT Aides.
- Provides in-service training to existing or new staff as requested.
- Assumes responsibility for own professional growth & development in clinical practice, regulatory and fiscal issues.
- Purposely conducts all aspects of the job in a professional and ethical manner.

Work Environment

Students may be subjected to noise and disagreeable odors. Universal precautions must be followed when working in any clinical area. Workers are exposed to biologic and chemical hazards and must use appropriate personal protective equipment as trained. Work is usually performed in a well-lighted, temperature and humidity controlled environment. Some outdoor and community work may be required.

Physical Demands

- Sit, stand and walk: Majority of working time is standing and walking.
- Lift, push, pull, and carry: Must be able to complete one person transfers and participate in 2 to 4 person transfers, and push non ambulatory patients in a wheelchair. Must be able to lift supplies and equipment to shelves.
- Bend, stoop, kneel, and reach: Must be able to manipulate self and equipment in small, crowded areas. Must have motor skill to provide resistance for strengthening exercise.
- Manual dexterity/ wrist and hand repetitions: Needs adequate dexterity to enter data into computer, to grasp and manipulate small objects & adjust small dials. Occasional repetitive wrist and hand movement.
- Vision: Needs near and far vision of 20/ 40 or better. Needs to assess a patient from 10 feet away. Visual acuity to set and read the dials on physical therapy equipment.
- Auditory acuity to be able to recognize and respond to soft voices, auditory timers, equipment alarms, & devices used for measurement of blood pressure/ breath sounds.
- Tactile ability to palpate a pulse and detect changes or abnormalities of surface texture, skin temperature, body segment contour, muscle tone and joint movement.

Behavioral Demands

- Must be able to work well with all customers, co-workers, and the general public.
- Must demonstrate a cooperative, courteous and dependable work performance.
- Must possess high integrity and maintain confidentiality at all times.
- Must be able to cope effectively with stressful situations and time constraints.
- Must be able to resolve conflict in an efficient and effective manner.

Knowledge, Skill and Ability (Qualifications)

The requirements listed below are representative of the knowledge, skill and/ or ability required to perform the duties and responsibilities of the job satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the job.

Language skill/ Communication

- Ability to read, analyze and interpret general and professional literature.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to present information and respond to questions in a one on one or group setting.
- Maintains satisfactory work relationships with co-workers, physicians, and staff.
- Ability to interact with diverse populations.
- Basic computer knowledge and skill.
- Skill in active listening.

Mathematical skill

- Ability to calculate numbers related to discounts, interest, proportions, percentages, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Reasoning ability

- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to apply knowledge of the principles, indications, precautions and contraindications for physical therapy treatment interventions.
- Ability to solve practical problems with many factors or variables.
- Ability to recognize need for and obtain assistance with complex problems.
- Ability to prioritize multiple demands.
- Ability to adapt to unexpected changes in patient performance, work schedule, etc.

The job description outlined above will be used for advising candidates with interest in the physical therapist assistant program. Otherwise qualified individuals with a disability who can perform these duties and responsibilities with reasonable accommodations will not be denied admission to the program.