

**Job Description**  
**Specialists in Rehabilitation Medicine, P.C.**

<b>Job Title: Physical Therapist Technician</b>	<b>FLSA Status: Non-exempt</b>
<b>Department: SIRM Physical Therapy</b>	<b>Review/Revision Date: 11/21/2012, 1/2/14, 1/2/15, 10/16/18, 3/4/2020</b>
<b>OSHA Category A:</b> This occupation does require tasks that involve exposure or potential for exposure to blood, blood-borne pathogens, or other potentially infectious material.	

**General Summary:** The Physical Therapist Technician is responsible for, under close supervision by the Physical Therapist, assisting the therapist in certain assigned treatment procedures and gives feedback to the therapist regarding the patient's response to treatment. Other duties may include preparation of the treatment area and clean up, monitoring and putting away supplies and completing assigned infection control procedures, as well as various other duties as assigned. May perform these duties at any of the 3 SIRM locations.

**Principle Duties and Responsibilities:**

1. Performs treatment procedures predetermined by the therapist and in accordance with the training of the technician. Should be knowledgeable about and proficient in the use of: hot packs, ice packs, iontophoresis, biofeedback, ultrasound, phonophoresis, electrical stimulation, LASER, paraffin, pelvic and cervical traction, hydrotherapy, gait training, setting up of exercise and treatment equipment, proper transfer of patients, transportation of patients, and isolation procedures. This list is not all inclusive.
2. Provides feedback to the therapist regarding patient's response to the treatment and reports any unusual occurrences to the supervising therapist.
3. Prepares the treatment area and cleans up the area following treatment and the end of the day.
4. Monitors supplies, notifies lead tech of supplies that need to be ordered, and under direction, puts them away
5. Documents in medical record as appropriate.
6. Verify insurance benefits and provide explanation of basic benefits to patients.
7. Completes all assigned safety procedures according to the posted schedule including maintenance and temperature checks of equipment and AEDs.
8. Attends and participates in departmental meetings and in-services.
9. Electronically distributes referrals and progress reports to the appropriate provider.
10. Promotes a positive work environment as evidenced by quality service and positive staff attitudes.
11. Demonstrates and actively promotes an understanding and commitment to the Employee Handbook including Compliance, Commitment to My Co-Workers, Standards of Conduct and Code of Ethics.
12. This position shall have access to and disclose personal health information only when reasonably necessary to perform the designated job related responsibilities. Disclosure and/or use of personal health information for any purpose other than as reasonably necessary for designated job responsibilities is strictly prohibited.
13. Performs other related duties as assigned or requested.

**Vocational Training and Competencies Required:**

Vocational Training and Competencies Required:

1. Prior Medical, Rehabilitation, or Fitness experience within the last five (5) years, preferred.

2. Requires two (2) weeks of intensive on-the-job training and three (3) months of supervised work to gain proficiency in assigned tasks.
3. Must have basic computer skills.
4. Must maintain current Basic CPR certification.
5. Cognitive and Affective Competencies:
  - Ability to utilize excellent verbal and written communication skills in order to address and interact effectively and courteously with external and internal customers, including senior management and various other individuals
  - Ability to follow written and verbal instructions
  - Ability to organize and prioritize daily workload
  - Ability to coordinate, compile and compare data
  - Ability to negotiate, instruct, and help people
  - Ability to operate system-based software applications, hospital preferred
  - Ability to concentrate despite interruptions and pay close attention to detail
  - Active listening
  - Perform all tasks in a timely manner with a high level of accuracy.

This position requires the ability to identify age related differences within the persons served and the adjustment of treatment style and expectations as appropriate, including adjustments based on the person's served cognitive function and learning ability. This will include taking into account their religious and cultural needs and preferences.

**Disclaimer:**

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

<b>Reporting Relationships:</b>	
This position reports to:	SIRM Physical Therapist and Director
There is a close working relationship with:	All SIRM staff
Jobs reporting to this position:	None

**Working Condition and Related Factors**

Position: Physical Therapist, Physical Therapist Technician, Physical Therapist Site Coordinator, Physical Therapist Director									
Indicate the Frequency for Essential Job Functions: O=Occasionally (less than 3 hours); F=Frequent (3-5 hours); C=Constant (all shift) N/A=Not Applicable									
Indicate only the highest level of activity that occurs on a daily basis									
1. Physical Activities		2. Weight				3. Visual Activity		4. Other	
			Lifting	Carrying	Push/Pull				
Balancing	O	0-5 pounds	C	O	O	Near vision	C	Distinguish Sounds	F
Bending	O	6-10 pounds	O	O	O	Far vision	F	Hear speech	C

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Climbing	O	11-20 pounds	O	O	O	Depth perception	F	Distinguish hot & cold	O
Crawling	O	21-25 pounds	O	O	O	Color vision	F	Distinguish range of temps	O
Crouching	O	26-50 pounds	O	O	O			Distinguish surfaces	O
Kneeling	O	51-75 pounds	O	O	O			Fine motor skills	C
Standing	F	76-100 pounds	O	O	O			Manual dexterity	F
Stooping	O	Over 100 pounds	O	O	O			Exposure to weather elements	O
Walking	F							Noise intensity	O
Sitting	O							Exposure to extreme heat	O
Twisting	O							Exposure to extreme cold	O
Turning	O							Exposure to Latex	O
								Distinguish odors	O
								Distinguish flavors	O
<b>5. Personal Protective Equipment</b>			<b>6. Hazardous/Adverse Conditions</b>			<b>7. Equipment Used</b>			
Gloves			Exposure to marked changes in temperature and humidity			N/A		Modalities	
Mask			Exposure to chemical/biological/mechanical/electrical hazards			O		Assistive Devices	
Gown			Exposure to vapor, fumes, gases, poor ventilation, caustic agents & adhesives, etc.			O		Wheelchairs	
Eye Protection			Exposure to radiation			N/A		Exercise Equipment	
								Office Equipment, Computer	
								Assessment Tools	
								Treatment Tools	

<b>Approval:</b>	
Signature:	Title: Office Manager
Printed Name: Kira Griffin	Date: 05/20/2016
<b>Approval:</b>	
Signature:	Title: Physician Practice Partner
Printed Name: Brian Roth, MD	Date: 11/21/2012

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Employee Signature

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Date