



POSITION DESCRIPTION

Licensed Physical Therapy Assistant/LPTA

POSITION SUMMARY:

To facilitate the development, maintenance and expression of age appropriate physical therapy to individuals with physical limitations. The therapeutic process involves assessment, implementation and evaluation of goal directed physical therapy services focusing on treatment and education based on individual assessment under the supervision of a physical therapist.

POSITION DESCRIPTION – Licensed Physical Therapy Assistant/LPTA	
STANDARD	
Environment of Care: Demonstrates knowledge and practice of:	
1.	Safety - Department specific and hospital wide safety risks
2.	Security – Processes for minimizing security risks
3.	Haz Mat/Waste - Procedures for spills/MSDS
4.	Emergency Preparedness – Role in emergency codes
5.	Fire Safety – Role/response in Code Red actual/drill
6.	Med Equipment – Safe operation of equipment (see specific list) user error education
7.	Utility Systems – Emergency procedures for utility failures
Infection Control: Demonstrates knowledge and practice of:	
8.	Department specific policies and procedures
9.	Hospital-wide policies and procedures
10.	Location/use of personal protective equipment
11.	CDC Hand Washing Guidelines
Performance Improvement: Demonstrates knowledge of:	
12.	Hospital-wide approach to Performance Improvement
13.	How department is involved in hospital-wide PI program
Patient Rights: Demonstrates knowledge and practice of:	
14.	Patient Rights and Responsibilities
15.	Confidentiality Policy – HIPAA
16.	Ethical Issue Resolution
17.	Organizational Ethics Policy
18.	Restraint Policy & procedure, alternatives to restraints
Risk Management: Demonstrates knowledge and practice of:	
19.	Occurrence Reporting
20.	Identify and report a sentinel event
21.	Sexual Abuse/Allegation Reporting
22.	Root Cause Analysis/FEMA
Certifications	
23.	BLS card Exp date:
24.	Licensed Physical Therapy Assistant License Exp date:
Patient Safety	
25.	Non-punitive medical/healthcare reporting
26.	National patient safety goals <ul style="list-style-type: none"> ▪ Accuracy of patient identification using patient’s name and birth date
27.	Fall prevention measures during ambulation and gait training
28.	Interdisciplinary collaborative team approach to patient care planning

STANDARD

- 29. Restraint removal and application
- 30. Proper positioning for orthopedic injuries
- 31. Use of orthopedic assistive devices as directed by Physical Therapist
- 32. Sentinel events alert
 - Nosocomial infections
 - Bed rail safety/risk of entrapment
 - Restraints
 - Inpatient suicide
 - Infant abduction

Department Core Competencies

- 33. Crutch walking training
- 34. Proper positioning for orthopedic injuries and use of orthopedic assistive devices
- 35. Identifies cultural and religious needs, language barriers, physical and psychological limitations
- 36. Gait training with gait belt unless contraindicated
- 37. Reports relevant patient findings to physical therapist
- 38. Identify and document patient, family and significant other education needs in collaboration with other disciplines and implements initial and on going education relevant to those needs
- 39. Assess and integrate learning needs, abilities and readiness to learn into the patient's plan of care
- 40. Observes and reports patient responses to pain management plan to the nurse for intervention
- 41. Ability to monitor heart rate and blood pressure
- 42. Set priorities and deals effectively in emergency situations
- 43. Demonstrates accountability/responsibility for completion of assignments in a timely manner
- 44. Provides appropriate patient education and training in care and use of assistive devices, activities, resources in an understandable age appropriate manner to patients
- 45. Communicates in a timely and accurate manner concerning significant changes in patient status and response to treatment
- 46. Works well with other team members to ensure adequate staff coverage for planned activities
- 47. Resolves conflicts in a skilled and professional manner
- 48. Transfers the patients demonstrating good body mechanics, safely supporting the patient and correctly judges how much assistance is needed
- 49. Reports sign and symptoms of abuse/neglect/exploitation
- 50. Demonstrates safe use of assistive devices
- 51. Requisitions supplies and reports any equipment in need of repair
- 52. Wound care
- 53. Debridement with dressing
- 54. Cardiac rehab
- 55. Burn Care
- 56. Specialty areas
 - Wound care
 - Debridement of wounds
 - Cardiac
 - Pain management
- 57. Activities
 - Community re-integration

STANDARD

58. Treatment

- Functional documentation
- Neuromuscular
- Function
- ROM
- Coordination
- Proprioception
- Facilitation/Inhibition
- Mobilization techniques
- Education
- Massage
- Mobility
- Standing
- Transfers
- Gait with gait belt
- Walker training
- Crutch training
- Cane training
- Advanced ambulation
- Endurance
- Balance
- Adaptive equipment
- Orthotic devices
- Prosthetic devices
- Joint protection techniques

59. Energy conservation techniques

- Body mechanics
- Positioning
- Pain management
- Traction – static
- Traction – mechanical
- Phonophoresis
- Iontophoresis

Age Specific Competencies

60. Demonstrates knowledge of growth and development

61. Criteria to identify victims of possible dangers, abuse and neglect

62. Ability to interpret neuro-developmental assessments that include reflexes, muscle tone, range of motion, strength and motor skills

63. Knowledge of positioning to enhance musculoskeletal, neuromotor, respiratory, cardiac and deglutition functions

64. Ability to instruct in patient/family education

65. Uses age appropriate communication skills

66. Identifies, initiate and report age specific safety issues – provides assistance

67. Provides age specific teaching with recommendations to enhance functional status

68. Recognizes need for changes in patient treatment and implements appropriately

69. Recognizes speech, hearing and visual deficits

70. Appropriately interprets patient response to functional goals

71. Demonstrates ability to assist with age specific data collection

72. Demonstrates appropriate adaptive devices and modalities for size and age

73. Recognizes need for adaptive equipment to meet size and age requirements to prevent deformity, increase function and insure safety per physical therapist recommendations

Service Standards

74. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.

75. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.

76. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.

77. Gives all customers their full attention and treats them with dignity, respect and understanding.

78. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.

79. Safeguards patient confidentiality in all forms of communication.

80. Works effectively with others toward achieving common goals including morale and teamwork.

STANDARD
81. Interacts compassionately and in a timely manner with all customers.
Equipment – Demonstrate Safe and Effective Use
82. Computer/printer
83. Copier
84. Fax machine
85. Panic buttons
86. Nurse call system
87. Gait with assistive devices
88. Cold compression devices
89. Cold packs
90. Electrical stimulation
91. Exercise bike
92. Exercise equipment
93. Gait belts
94. Hot packs
95. CPM
96. Paraffin baths
97. TENS
98. Treadmill
99. Ultrasound
100. Cardio pulmonary hooks up
101. O2 canister and wall
102. Walker
103. Hemi walker
104. Cane
105. Quad cane
106. Crutches
107. Wheelchair
108. Traction
109. Overhead trapeze
110. Hydrocollator
111. Whirlpool
112. FES
113. Fluidiotherapy

POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Licensed Physical Therapy Assistant/LPTA

Department: Patient Care Services

EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
 - 2 year/Associates Degree PTA
- 4 year/Bachelor's Degree
- Post Graduate Degree
 - License/Certification – Licensed Physical Therapy Asst for State of practice
 - Knowledge of state, federal, JCAHO regulations
 - Medical terminology
 - Knowledge of specialty PT equipment

EXPERIENCE

- One year acute care hospital experience
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SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

PRE-PLACEMENT TESTING

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on US test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Ped. (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment

PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

The minimum requirements of this position require the individual to:

- Stand for 8 hour(s) per day
- Sit for 1 hour(s) per day
- Walk for 8 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

Evaluate the requirements and activity percentage in time for this position based on the following:

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 1 Climbing
- 4 Bending
- 2 Crouching
- 2 Squatting
- 1 Crawling
- 2 Kneeling
- 3 Balancing
- 4 Pulling with force
- 2 Reaching above head
- 2 Reaching above shoulder
- 2 Twisting at waist
- 3 Push/pull (up to 100 lbs.)
- 3 Lift/carry (up to 50 lbs.)
- 2 Lift from floor level up
- 3 Lift from waist level up
- 2 Lift above shoulders/head

POSITION (MINIMUM) REQUIREMENT CHECKLIST

LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. Masks
4. Goggles
5. Hepa masks

LIST OTHER MINIMUM REQUIREMENTS:

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

COMPRESSED GAS USAGE

- Yes
- No

DEFINITIONS:

SEDENTARY WORK: Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK: Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK: Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK: Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK: Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

Employee Signature

Date