



PO Box 649 FORT DEFIANCE, AZ 86504 PHONE: 928.729.8000 FAX: 928.729.8269 WEBSITE: WWW.FDIHB.ORG
 A FACILITY OF FORT DEFIANCE INDIAN HOSPITAL BOARD, INC.

PHYSICAL THERAPIST ASSISTANT

Position Description

Division:	Medical	Reports to (title):	Physical Therapist Supervisor
Department:	Rehabilitation Services	Job Location:	Nahat'adziiil Health Center /Tséhootsooí Medical Center
Job Code:		Supervises:	N/A
Salary Range:	\$17.75 - \$22.19/hourly	Classification:	Non-Exempt
Hours/week:	40 hours/week	Effective Date:	February 28, 2012
Type of Position:	Regular Full-Time	Revised Date:	September 12, 2018

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Fort Defiance Indian Hospital Board, Inc. (FDIHB) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.

POSITION PURPOSE

This position applies the application and knowledge of concepts, principles, and practices of physical therapy for the treatment and prevention of disability and disease.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Follows and carries inpatient and outpatient treatments under the plan of care established by a Physical Therapist.
- Maintains accurate patient treatment records and completes billing and billing sheet according to department billing procedures within established timeframes.
- Communicates verbal and written progress or lack thereof to the referring therapist and suggest appropriate changes to plans and goals based on patient response to treatment.
- Writes concise, informative, legible progress notes in Electronic Health Records (EHR). Recommends changes in the plan of care and/or treatment based on the progress towards established goals to the Physical Therapist.
- Monitors vital signs, recognizes changes in patient status, and uses independent judgment to discontinue a procedure or therapeutic exercise as indicated. Notifies the therapist and/or physician provider of changes in patient status and responds immediately and appropriately to potentially life-threatening events.
- Neuromusculoskeletal Treatment: Independently administers treatment established by the plan of care and carries out therapeutic programs for patients with a wide variety of neuromusculoskeletal diagnoses that impair function and

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result in pain.

- **Wound Care and Management:** Provides independent treatment per plan of care for wounds including whirlpool and / or irrigation, non-surgical debridement, and dressing changes. Follows standard precautions and uses clean technique during all procedures.
- **Geriatric / Mature Adults (age 50 and older):** Independently administers treatment and provides patient / family education for geriatric wellness / rehabilitation including activities of daily living, gaiting and other mobility issues, balance / coordination activities, cognitive issues, extremity function, life-long fitness / quality of life issues.
- **Pediatric (Newborn to 18):** Independently carries out plans of care and provides direct treatment and patient / family education on pediatric wellness and rehabilitation including activities of daily living, gaiting and other mobility issues, balance and coordination activities, cognitive issues, and extremity function. Assists the therapist with splinting and bracing, seating systems and other adaptive technology, and neurodevelopmental techniques and activities.
- **Gait Training:** Provides comprehensive gait training including proper use of crutches, canes, walkers, and assistive appliances (braces, artificial limbs, and supports). Assures correct fit of all assistive devices and appliances.
- **Foot Care:** Fits orthotics to patients and makes adjustments as indicated. Provides patient / family education about foot care, orthoses care, and selection of appropriate protective, supportive shoes. (depending on Practice Act per license)
- **Trains patients and their families to carry out home programs of exercise and activities of daily living based on patient and / or family needs and the home environment.**
- **Provides pre-operative instructions according to established protocols. Provides instructions for established health promotion/disease prevention programs including diabetic foot care & shoe selection guidelines.**
- **Completes and maintains current (with appropriate signature verification) a competency check list for all physical therapy modalities and treatments.**
- **Performs other duties as assigned.**

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• One (1) year direct work experience working with patients with physical disability in a hospital or outpatient clinic. |
| Education: | <ul style="list-style-type: none">• Associate of Occupational/Applied Science Degree from a Physical Therapist Assistant School accredited by Commission on Accreditation in Physical Therapy Education (CAPTE).• Successfully pass the Physical Therapist Assistant board exam administered by the Federation of State Boards of Physical Therapy.• Valid and unrestricted Physical Therapist Assistant State License. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Maintains current professional knowledge, skills, and abilities by participating in continuing physical therapy education sponsored by accredited programs, by participating in departmental and hospital in-service presentations, and by documented self-study.• Mastery of concepts, principles, and practices of physical therapy for the treatment and / or prevention of physical disability or disease. Knowledge of clean technique, universal precautions, and wound management.• Knowledge of human anatomy and physiology, kinesiology and biomechanics, range of motion, and therapeutic exercise, physical conditioning and reconditioning as they pertain to the patient throughout the life cycle.• Knowledge of human growth and development throughout the life cycle and the aging process.• Knowledge of age-specific precautions, indications and contraindications, and interventions appropriate to each stage in life. |

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- Knowledge of all organ systems including the integumentary system and how to treat and manage wounds. Mastery of the skeletal system, muscular system, and nervous system as it pertains to assessment and treatment of patients referred to physical therapy.
- Knowledge of physical effects of therapeutic exercise and how to monitor vital signs during treatment.
- Knowledge of how to teach a patient to self-monitor exercise heart rate and recognize adverse reactions to aerobic activity.
- Mastery of therapeutic machines and equipment commonly used by the physical therapy department.
- Knowledge of human relations and the importance of empathy, respect for human dignity and privacy, respect for cultural differences, and the awareness and importance of ways humans communicate both verbally and non-verbally.
- Knowledge of department, service unit, and agency mission and goals to effectively address and carry out programs and care plans for the people we serve.
- Excellent Customer Service and communication skills
- Knowledge of cultural, social, economic, and medical characteristics of varied population groups and the ability to adapt physical therapy resources and approaches to special needs of varied groups throughout the life cycle.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Three (3) years direct work experience.
- Bilingual skills in English and the Navajo language.

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.
Mental demands:	There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO/INDIAN PREFERENCE

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FDIHB, Inc. is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered only after all candidates entitled to primary or secondary preference have been fully considered.

OTHER

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY	Jamie Whitehorse	TITLE	HR Information Systems Administrator
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

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ACKNOWLEDGMENT

I have reviewed the content of the **PHYSICAL THERAPIST ASSISTANT** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date
