

CRITERIA BASED JOB DESCRIPTION / EVALUATION**Sunnyside Community Hospital**

Revised: 11/14/13

Employee: _____

Date: _____

Position Title: Physical Therapist**Department:** Physical Therapy**Employment Status:** Non-Exempt**Reports to:** Director of Ancillary Services**Job Qualifications:**

1. Must have a minimum of 2 years of related clinical experience (orthopedic, rehabilitative, neurological) or 4 years of Physical Therapy experience (Graduate of an Accredited Physical Therapy School). Must have recent experience in varied areas of patient care, especially in the acute care of both children and adults.
2. Must maintain a current healthcare Basic Life Support (B.L.S.) certification.
3. Must be capable of the physical exertion and strength necessary to assist in the movement and transfer of patients with mobility impairments, and must use proper methods of body mechanics for patient assistance. This may include transferring patients from beds to wheelchairs and vice versa, and perform maximum assist / dependent transfers.
4. Must also be capable of frequent pulling, pushing and lifting a minimum of 40 pounds. Reasonable assistance may be requested in situations exceeding this amount.
5. Must further be capable of frequent kneeling, stooping, crouching, crawling, reaching, handling, standing and walking.
6. Prefer that they be fluently bilingual (Spanish to English & English to Spanish) in reading, writing and speaking.

Job Summary:

Physical therapists are licensed professionals who work with people who have sustained disabilities, impairments, or limitations in their overall physical function. These deviations can be the result of disease, injury, or pathological processes. Physical therapists examine, evaluate, diagnose, develop treatment plans, and provide prognoses for patients on an individual basis. Through the modalities of exercise, mobilization, manipulation, heat, cold, and electrical stimulation, physical therapists work to restore function, improve mobility, and decrease pain with the goal of re-establishing a patient's prior functional level. Physical therapists focus on the evaluation of strength, balance, range of motion, coordination, endurance, and posture of each individual patient. Rehabilitation strategies often involve specific exercises to stretch and strengthen muscles as well as to improve posture, balance, and endurance. Over the course of the rehabilitation period, physical therapists document progress, re-evaluate physical findings, and modify treatment strategies as appropriate. They often work as a team with a variety of other professionals, including physicians, speech pathologists, occupational therapists, and recreational therapists: all with the same goal of reaching maximal patient functional independence. Treatments focus on improving gross and fine motor skills, balance and coordination, strength and endurance, and cognitive and sensory processing/integration. These treatments are performed on patients of all ages, from pediatric patients to the geriatric population. The Physical Therapist also acts as clinical resource for other employees of Sunnyside Community Hospital. They represent the department on hospital committees and program teams and assist in program development and quality management. Physical Therapists are actively involved in the growth and development of the Physical Therapy Department and Sunnyside Community Hospital. They May supervise Physical Therapy Assistants, Aides, and students.

❖ Age Specific Care Given: ☐ Infant(0-1) ☐ Child(1-12) ☐ Adolescent(13-18) ☐ Adult (18-65) ☐ Geriatric(65+)

Effective Date: _____ Approved by: _____ Date: _____

(The statements below reflect the general duties considered necessary to describe the principle functions of the job, & are not considered as detailed descriptions of all the work requirements that may be inherent in the job).

Key: 0=Does Not Meet Standards 1=Meets Standards 2=Exceeds Standards

0 1 2

1. HOSPITAL AND DEPARTMENTAL OBJECTIVES				
A	Through both attitude and example, demonstrates Sunnyside Community Hospital's expectations for customer service and Standards of Performance.	☐	☐	☐
B	Through both attitude & example, contributes toward intra- and interdepartmental teamwork.	☐	☐	☐
C	Through both attitude & example, demonstrates support of change in the continual evaluation & implementation of ways to improve organization's performance / achievement of long-term goals & objectives.	☐	☐	☐
D	Maintains responsibility for updating both job-related knowledge & skill level.	☐	☐	☐
E	Complies with both Hospital & departmental policies & standards (including mandatory training) & the Dress Code Policy.	☐	☐	☐
F	Maintains confidentiality for the both patient and their information.	☐	☐	☐
G	Demonstrates both loyalty and support of Sunnyside Community Hospital in the community.	☐	☐	☐
H	Communicates pleasantly, efficiently, & respectfully with all patients, families, visitors & co-workers.	☐	☐	☐
I	Participates in departmental education (staff meetings, classes and in-services).	☐	☐	☐
J	Assists in maintaining a professional environment within the department	☐	☐	☐
K	Provides constructive comments and / or praise to staff, colleagues and supervisor, as appropriate. Contributes toward a positive work environment.	☐	☐	☐
2. DEPARTMENTAL OPERATION				
A	Prioritizes work load appropriately and communicates with the nursing staff, if unavailable	☐	☐	☐
B	Answers calls promptly.	☐	☐	☐
C	Verifies physician's order(s), reviews patient's clinical record / identification, prior to initiation of physical therapy.	☐	☐	☐
D	If required, notifies the attending physician & maintains good communication with nursing staff.	☐	☐	☐
E	Documents therapy in the E.M.A.R. & the electronic medical record (E.M.R.), documents on departmental patient billing forms & is able to perform data entry of billing information.	☐	☐	☐
F	Assembles equipment properly and verifies safe operation.	☐	☐	☐
G	Performs basic CPR, assisting with ventilation & chest compressions.	☐	☐	☐
H	Maintains and cleans physical therapy equipment.	☐	☐	☐
I	Obtains a physician's order prior to initiation of any therapeutic procedures.	☐	☐	☐
J	Takes the initiative to improve departmental operations and / or policies and procedures.	☐	☐	☐
K	Volunteers for and coordinates special projects and / or serves on assigned committees.	☐	☐	☐
L	Performs continuous quality improvement (C.Q.I.) and customer service. Looks for & suggests ways to better meet both customer's requests and needs. Notifies appropriate person(s) immediately of any problem jeopardizing positive customer relations. Participates in customer satisfaction goals.	☐	☐	☐
M	Washes &/or disinfects hands thoroughly before & after performing patient care, as needed.	☐	☐	☐
N	Assists the physical therapist or physical therapy assistant in the movement and transfer of patients with mobility impairments, and uses proper body mechanics for patient assistance. This may include: transferring patients from beds to wheelchairs, and shuttling them to other areas in the hospital	☐	☐	☐
O	Reviews the patient's clinical record & verifies the patient's name & date of birth prior to initiation of any therapeutic procedures.	☐	☐	☐
P	Performs other duties, as assigned, by the Director of Ancillary Services.	☐	☐	☐

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A	Demonstrates neatness and legibility on records and / or reports.	☐	☐	☐
B	Completes accurate and timely Incident Report(s), when needed, according to procedure.	☐	☐	☐
C	Documents their employee training and education on the Yearly Education Card.	☐	☐	☐
D	Maintains current certifications: P.T., B.L.S., etc.	☐	☐	☐

A	Addresses pertinent issues to staff members.	☐	☐	☐
B	Discusses pertinent issues with the Director of Ancillary Services.	☐	☐	☐
C	Respects a patient's right to privacy. Communicates appropriate information only with persons who need to know. Adheres to both hospital policy and the Health Information Portability Accountability Act (H.I.P.A.A.)	☐	☐	☐
D	Addresses the community in a professional manner at all times.	☐	☐	☐
E	When utilizing communications devices, the employee is both effective and professional.	☐	☐	☐
F	Interacts with their peers on a professional level, fostering good communication, especially when dealing with conflict.	☐	☐	☐

A	Utilizes supplies and equipment adequately and not excessively.	☐	☐	☐
B	Follows the hospital time reporting policy.	☐	☐	☐
C	Minimizes the use of sick time. (Excluding job-related illnesses or injury): NOTE: Exceeds Standards 0 episodes per year Meets Standards 1-3 episodes per year Does Not Meet Standards 4 or more episodes per year	☐	☐	☐
D	Adheres to policies related to both breaks and the meal period.	☐	☐	☐
E	Cares for personal matters on off-duty time, except in emergent situations.	☐	☐	☐
F	Makes suggestions to improve the utilization of supplies and decrease costs.	☐	☐	☐
G	Follows appropriate procedures and timeframes for notification of absence from work.	☐	☐	☐
H	Works and plans with colleagues when a cooperative effort is needed.	☐	☐	☐

A	Participates in annual continuing safety education training.	☐	☐	☐
B	Is aware of safety regulations & reports any unsafe conditions or practices to safety officer.	☐	☐	☐
C	Adheres to Infection Control, Hazardous Materials, Safety, Employee Health, & Fire & Disaster policies.	☐	☐	☐
D	Maintains a current knowledge of all safety procedures.	☐	☐	☐
E	Adheres to the Personnel Policies and Procedures of both Physical Therapy and the hospital.	☐	☐	☐
F	Supports policies governing the use of hospital facilities.	☐	☐	☐

A	Identifies and recommends ways to improve the department based on satisfaction survey results.	☐	☐	☐
B	Completes Departmental Competencies annually & defines with the Director of Ancillary Services the need for further training.	☐	☐	☐
C	Confers at designated intervals, utilizing performance appraisals for defining needs to maintain & improve performance.	☐	☐	☐
D	Attends all mandatory in-services and documents them in the education record.	☐	☐	☐
E	Attends staff meetings and/or is responsible for reading the meeting's minutes.	☐	☐	☐
F	Shares their knowledge of in-service or continuing education programs in informal teaching arenas.	☐	☐	☐

- ❖ **Does Not Meet Standards:** In the evaluator's judgment and experience, this employee's performance is in need of improvement. This employee is not meeting the expectations of the organization in this area. Requires more than the typical amount of oversight and close supervision on this standard.
- ❖ **Meets Standards:** In the evaluator's judgment and experience, this employee's performance meets the Hospital's high performance expectations for the job. Requires a normal amount of oversight and supervision regarding this standard.
- ❖ **Exceeds Standards:** In the evaluator's judgment and experience, this employee's performance is exceptional and demonstrates performance at a level well beyond that normally expected of the majority of experienced employees in similar positions. This employee provides a model for other staff employees in the department/unit to follow and functions as a resource for others. Requires little or no oversight or supervision concerning this standard.

EMPLOYEES RECEIVING A "DOES NOT MEET" OR "EXCEEDS" RATING MUST HAVE WRITTEN COMMENTS TO DEFEND THIS SCORE.

Overall rating: Put an "x" where description most closely approximates this person's total impact on Sunnyside Community Hospital. **Do not average;** rather consider the overall contribution.

☐ Does Not Meet Standards

☐ Meets Standards

☐ Exceeds Standards

Director's Signature

Date of Evaluation

EMPLOYEE's COMMENTS *(Use additional paper if necessary for full detail): Your signature does not imply you are in agreement with any or all of the evaluation remarks, only that you have been given an opportunity to participate in the process and have seen this review.*

Employee Signature

Date of Evaluation