

 <p>CHATHAM ORTHOPAEDIC ASSOCIATES, P.A.</p>	<p><b>Job Description</b></p> <p><b>Physical Therapy Aide</b></p>	<p><b>Effective Date:</b> 01/01/13</p> <p><b>Reports To:</b></p> <p><b>Director of Sports Medicine &amp; Therapy Services</b></p> <p><b>Revised:</b></p>
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## **I. Job Summary**

Under the general direction of the Director of Sports Medicine and Therapy Services provides support to physical therapy services to enhance the efficiency and functionality of the workplace. Serves in supportive role to physical therapists and licensed physical therapy assistants by providing assistance as directed; support functions include patient care activities, clerical tasks, and housekeeping duties.

The goal of the Chatham Sports Medicine and Therapy Services team is to restore, maintain, and promote optimal physical function and optimal wellness, fitness and quality of life as it relates to movement and health for patients. In addition, the team strives to prevent the onset, symptoms, and progression of impairments, functional limitations, and disabilities that may result from diseases, disorders, conditions, or injuries. As a member of the therapy team, aides play a vital role in supporting the therapists and therapy assistants in patient care and aiding patients in obtaining maximum performance.

Therapy Aides will strive to continually improve patient satisfaction and exceed expectations for service.

## **II. Essential Job Responsibilities**

Prepares treatment rooms/gym and maintains a safe and clean working environment by complying with all Chatham Orthopaedic policies and procedures as well as all federal and state regulations.

Sterilizes and stocks equipment and supplies in the treatment area ensuring equipment is readily accessible for therapists.

Maintains physical therapy supplies inventory by routinely checking stock; orders supplies when below par levels; receives orders and verifies shipment against requisition and packing slip; and routes packing slip with acknowledgement to comptroller.

Maintains exercise machines and equipment.

Prepares patients for physical therapy treatment by welcoming, comforting, and providing assistance.

Performs various front desk operations as directed; duties include scanning medical documents and charts, filing charts and medical documents, organizing the therapists schedules for the next day, scheduling patients, and checking patients in and out of the therapy area.

Attends staff meetings and provides constructive ideas to improve quality of treatment, patient education and efficiency of clinic.

Contributes to the safe environment of patients and staff including notifying persons if equipment needs to be repaired, utilizing personal protective equipment and good infection control practices.

Complies with all applicable state and federal regulations.

### **III. Other Job Responsibilities**

Performs other related duties as assigned.

Maintains collaborative working relationship with all other employees.

Upholds strictest confidentiality.

### **IV. Minimal Qualifications**

#### **Education**

High School Diploma

#### **Experience**

Entry Level.

#### **Certification / License**

None required.

#### **Physical demands**

Must be able to use upper and lower extremities for reaching, manipulation and lifting up to 50 lbs. on occasion, perform sitting, standing constantly (all day), walking and/or moving frequently; manipulate machines and tools for patients as needed, tolerate environmental changes in the clinic with some exposure to heat and cold and loud noises on occasion.

**V. Independent Action**

Under general direction, functions independently in coordination of assigned duties. Refers to physical therapists as appropriate on clarification of practice policy and procedure.

**VI. Supervisory Responsibility**

None.

**VII. Human Relations/Customer Communications**

Communicate verbally and written with employees, physicians, patients, patient family members and public as a representative of the practice.

**VIII. Personal Protective Equipment**

Personal Protective Equipment (PPE) is provided by practice, and must be worn when there is a reasonable risk of occupational exposure to blood or body fluids.

**IX. Occupational Exposure Statement**

Category I Exposure Statement: High risk for contact with blood and body fluids for this position. Use of PPE and Universal Precautions required.

**X. Americans with Disability Act Statement**

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with assistance of a reasonable accommodation to be determined on a case by case basis.

**XI. Statement**

The above statements are intended to describe the nature and level of work performed. They are not intended to be construed as an exhaustive list of all required of personnel so classified.

**Review/Approvals:**

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Jason Hux, PT  
Director, Sports Medicine & Therapy Services

\_\_\_\_\_  
Date

As an employee in the above referenced position, I have read, understand, and agree to abide by the job description stated within.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date