

Physical Therapist Assistant

Performance Review

Employee: _____ Date: _____

TITLE: STAFF PHYSICAL THERAPIST ASSISTANT

REPORTS TO: THERAPY DIRECTOR/SUPERVISOR/COORDINATOR

JOB SUMMARY

To provide quality physical therapy services to all patients including implementing interventions, treatment strategies, discharge planning, & completion of related documentation under the direction & supervision of a licensed physical therapist.

I. Maintain the standards for rehabilitation services in accordance with the Company Mission and Goals

- Be courteous to all patients and respectful of them, their environment and their culture
4 3 2 1 N/A
- Provide quality therapy services at every patient contact, including treatment interventions, program implementation, discharge planning and related documentation and communication under the direction and supervision of the physical therapist
4 3 2 1 N/A
- Prioritize and maintain a work schedule that is appropriate for the facility and in accordance with your employment
4 3 2 1 N/A
- Assist Therapy management staff in maintaining a positive, productive, and beneficial working relationship with all Facility staff
4 3 2 1 N/A

Comments:

II. Adhere to the policies and procedures necessary for day to day operations of the rehab department

- Screen patients to determine the need for evaluation under the supervision of the PT
4 3 2 1 N/A
- Treat patients to relieve pain and develop or restore function to achieve maximum performance under the supervision of a physical therapist
4 3 2 1 N/A

- Monitor patient response to intervention, communicate any changes and follow through with all updates to the treatment modalities, goals, and frequency as needed under the direction and supervision of a physical therapist
4 3 2 1 N/A
- Fulfills documentation requirements in a complete, appropriate and timely manner
4 3 2 1 N/A
- Communicate and collaborate with other team members regarding the care of clients receiving therapy services
4 3 2 1 N/A
- Assist with data collection on patients progress under the supervising PT
4 3 2 1 N/A
- Plan for patient's discharge when maximum benefits have been met in coordination with the supervising PT
4 3 2 1 N/A
- Provide complete and correct billing summaries as required
4 3 2 1 N/A
- Attend in-service education when provided to rehab staff
4 3 2 1 N/A
- Maintain a neat and well-organized therapy department
4 3 2 1 N/A

Comments:

III. Perform administrative duties to assist in the provision of therapy services

- Identify all new rehab admissions and notify physical therapist when appropriate
4 3 2 1 N/A
- Communicate upcoming patient discharges with Facility staff as required
4 3 2 1 N/A

- Attend appropriate care plan meetings when requested
4 3 2 1 N/A
- Supervise the physical therapist assistant student as appropriate
4 3 2 1 N/A
- Provide in-service education to staff when requested
4 3 2 1 N/A
- Provide other job-related tasks and duties as assigned
4 3 2 1 N/A

Comments:

IV. Develop a good rapport with the patient, patient's family members and third party payers and others involved in the total management of the patient

- Communicate weekly updates and discharge planning information to HMO case managers when required
4 3 2 1 N/A
- Provide the patient and family or caregiver with needed information or instructions in the patient's total physical therapy program, role of PT, and benefits of therapy in collaboration with the physical therapist
4 3 2 1 N/A
- Explain all treatment procedures in understandable terms to the patient and family and address any concerns they may have
4 3 2 1 N/A
- Maintain communication between therapy department, Facility staff and CPT
4 3 2 1 N/A

Comments:

Employee Comments:

Employee Signature _____ Date: _____

Supervisor Signature _____ Date: _____