

Position: *Licensed Physical Therapist*

Licensed Practical Nurse Job Purpose: Promotes and maintains health by providing physical therapy services under the supervision of a physical therapist

Job Duties:

- ❖ Contributes to physical therapist's effectiveness by identifying patient care issues; providing information and commentary; recommending options and courses of action; implementing physical therapy directives.
- ❖ Assesses patient health by interviewing patients; performing physical examinations; obtaining, updating, and studying therapy histories.
- ❖ Assesses abnormal conditions by reviewing physical therapist's interpretations of patient evaluations and test results.
- ❖ Documents patient care services by charting in patient and department records.
- ❖ Performs therapeutic procedures by administering manual exercises; instructing, encouraging, and assisting patients in performing physical activities, such as non-manual exercises, ambulatory functional activities, and daily-living activities; and in using supportive devices, such as crutches, canes, and prostheses.
- ❖ Instructs and counsels patients by describing therapeutic regimens; giving normal growth and development information; promoting wellness and health maintenance.
- ❖ Provides continuity of care by developing and implementing patient management plans.
- ❖ Maintains safe and clean working environment by complying with procedures, rules, and regulations; adhering to infection-control policies and protocols.
- ❖ Maintains production objectives by noting current treatment trends; monitoring actual physical therapy services rendered to production objectives.
- ❖ Maintains legal and accreditation compliance by adhering to policy positions concerning federal, state, and local regulations, and jacho standards; anticipating emerging issues.
- ❖ Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- ❖ Enhances physical therapy and hospital reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Skills/Qualifications:

Physiological Knowledge, Health Promotion and Maintenance, Creating a Safe, Effective Environment, Motivating Others, Organization, Bedside Manner, Patient Services, Health Care Administration, Documentation Skills, Listening, Verbal Communication

Position: *Occupational Therapist*

Licensed Occupational Therapist Purpose: Responsible for the care, direction and progression of therapy patients and their treatments. Is a viable member of the therapeutic rehabilitation team

and will assist in department maintenance, supervision of department staff as needed and delivering the best quality care possible. Is responsible for appropriate scheduling of therapy patients, completing the monthly productivity statistics in a timely manner and working with the team to maintain an efficient and productive therapy department.

Job Duties:

- ❖ Ensure delivery of high quality patient care services.
- ❖ Perform direct patient care, including evaluation of muscle, skeletal, neurological and other physical problems.
- ❖ Support and encourage multidisciplinary coordination of treatment.
- ❖ Ensure proper documentation of patient care.
- ❖ Maintain professional standards through compliance with quality assurance policies/procedures as well as applicable regulations and corporate policies.
- ❖ Implement effective communication with own and other departments' staff, with medical staff and patients to ensure coordinated efforts and provision of high quality service and optimal patient care.
- ❖ Demonstrate effective problem-solving and conflict-resolution abilities.
- ❖ Inform Administrator of department problems, needs and solutions in a timely manner.
- ❖ Plan, design, implement and interpret specific occupational therapy treatment programs for patients to facilitate the patient's recovery and attainment of maximum physical potential.
- ❖ Educate patients in the proper care and use of splints and performance of exercise programs.
- ❖ Perform or delegate patient treatment to include modalities, therapeutic exercises, and fabrication of custom splinting.
- ❖ Follow appropriate documentation and reporting procedures.
- ❖ Secure prescription for each patient treated.
- ❖ Work closely with the physician to ensure comprehensive delivery of services and quality patient care.
- ❖ Assist marketing staff with tours as necessary.
- ❖ Take all necessary precautions to protect center assets and property against loss or waste through negligence or dishonesty.
- ❖ Participate in professional development by attending center meetings and outside educational seminars.
- ❖ Travels to local centers to provide coverage to accommodate patient volumes.
- ❖ Knowledge of the principles, practices, standards and techniques of occupational therapy.
- ❖ Knowledge of organizational policies, regulations and procedures to administer patient care.
- ❖ Knowledge of use and maintenance of occupational therapy equipment and instruments to administer patient care.
- ❖ Knowledge of common safety hazards and precautions to establish a safe work medical environment.
- ❖ Skill in developing and maintaining patient care records and writing reports.
- ❖ Skill in time management, planning and workload control.

- ❖ Skill in identifying problems and recommending solutions.
- ❖ Skill in developing and maintaining medical quality assurance and quality control standards.
- ❖ Skill in establishing and maintaining effective communication and working relationships with Management, patients, medical staff and the general public.
- ❖ Good telephone manners and etiquette.
- ❖ Detail oriented and organized.
- ❖ Excellent people skills. Ability to motivate and work effectively with others.

Skills/Qualifications:

Current license as an Occupational Therapist in the State and in good standing with the health professions bureau. Degree from an AOTA approved school of occupational therapy and approved by the Occupational Therapy Examining Committee of the State.

Experience New graduate to five years of clinical experience in multiple clinical settings. Emphasis in orthopedics, upper extremity injuries and fabrication of custom splinting.

Position: *Speech & Language Pathologist*

Licensed Practical Nurse Job Purpose: Identifying students with communication disabilities; planning and implementing appropriate treatment to minimize adverse impact on student success; recommending treatment plans; and providing direction to Communication Therapy Aides.

Job Duties:

- ❖ Collaborates with a variety of groups and/or individuals (e.g. parents, teachers, physicians, administration, maintenance personnel, team members, other professionals, etc.) for the purpose of communicating information, resolving issues and providing services in compliance with established guidelines.
- ❖ Coordinates meetings and processes for eligible students (e.g. testing/screening, IEPs, parent conferences, pre-referral staffing, etc.) for the purpose of presenting evaluation results, developing treatment plans, and/or providing training to parents/students/staff.
- ❖ Develops treatment plans, interventions and/or educational materials for the purpose of minimizing the adverse impact of communication disorders in compliance with regulatory requirements.
- ❖ Instructs assigned support staff for the purpose of providing information on communicative disorders, use of assistive devices and feeding techniques and/or implementing prescribed treatment plans.
- ❖ Instructs eligible students in the use of appropriate communication technologies (e.g. hearing aids, FM systems, augmentative communication devices, etc.) for the purpose of minimizing the adverse educational impact of communication disorders in accordance with established guidelines and legal requirements.

- ❖ Interprets medical reports within the scope of Speech/Language Pathologist's experience and goals for the purpose of providing information and/or ensuring that treatment/intervention plans are appropriate.
- ❖ Maintains files and/or records (e.g. progress reports, activity logs, billing information, treatment plans, required documentation, quarterly reports, screening results, etc.) for the purpose of ensuring the availability of information as required for reference and/or compliance.
- ❖ Participates in meetings, workshops, and seminars (e.g. training, IEPs, team meetings, etc.) for the purpose of conveying and/or gathering information.
- ❖ Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- ❖ Performs site visits at multiple work sites including home visits for the purpose of providing therapy and assistance as required. Prepares a wide variety of written materials (e.g. activity logs, correspondence, memos, treatment plans, Medicaid billings, reports, required documentation, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- ❖ Provides speech and language therapy to students for the purpose of minimizing the adverse impact of speech and language disorders on student success.
- ❖ Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' needs.
- ❖ Responds to inquiries (e.g. parents, teachers, staff, students, etc.) for the purpose of providing information and/or referral as appropriate.
- ❖ Transports supplies and equipment to a variety of sites for the purpose of ensuring the availability of items as needed

Skills/Qualifications:

Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating specialized equipment used in the treatment of communication disorders; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

Masters degree in job related area

Position: *Respiratory Therapist*

Respiratory Therapist Purpose: Restores patient's pulmonary function; alleviates pain; supports life by planning and administering medically prescribed respiratory therapy

Job Duties: Meets patient's goals and needs and provides quality care by conducting pulmonary function tests; assessing and interpreting evaluations and test results; determining respiratory therapy treatment plans in consultation with physicians and by prescription.

- ❖ Helps patient accomplish treatment plan and supports life by administering inhalants; operating mechanical ventilators, therapeutic gas administration apparatus, environmental control systems, and aerosol generators.

- ❖ Administers respiratory therapy treatments by performing bronchopulmonary drainage; assisting with breathing exercises; monitoring physiological responses to therapy, such as vital signs, arterial blood gases, and blood chemistry changes; directing treatments given by aides, technicians and assistants.
- ❖ Evaluates effects of respiratory therapy treatment plan by observing, noting, and evaluating patient's progress; recommending adjustments and modifications.
- ❖ Completes discharge planning by consulting with physicians, nurses, social workers, and other health care workers; contributing to patient care conferences.
- ❖ Assures continuation of therapeutic plan following discharge by designing home exercise programs; instructing patients, families, and caregivers in home exercise programs; recommending and/or providing assistive equipment; recommending outpatient or home health follow-up programs.
- ❖ Documents patient care services by charting in patient and department records.
- ❖ Maintains patient confidence and protects hospital operations by keeping information confidential.
- ❖ Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- ❖ Protects patients and employees by adhering to infection-control policies and protocols.
- ❖ Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs.
- ❖ Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- ❖ Develops respiratory therapy staff by providing information; developing and conducting in-service training programs.
- ❖ Complies with federal, state, and local legal and certification requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising management on needed actions.
- ❖ Contributes to team effort by accomplishing related results as needed.

Skills/Qualifications: Bedside Manner, Physiological Knowledge, Infection Control, Health Promotion and Maintenance, Creating a Safe, Effective Environment, Informing Others, Verbal Communication, Medical Teamwork, Judgment, Procedural Skills, People Skills
 One must have, at least, an associate degree to work as a respiratory therapist.