

 Oroville Hospital	<b>Job Description for Physical Therapy Supervisor</b>		Department: <b>Physical Therapy</b>
	Dept. #: <b>7770</b>  Last Updated: <b>01/16/12</b> <b>Position Status: Non-Exempt</b>		

### **Reports To**

Director of Rehabilitation Services

### **Job Summary**

The Physical Therapy Supervisor is responsible for the supervision of all discipline-specific staff, responsible for interviewing and training employees, appraising performance, addressing complaints and resolving problems within his or her discipline and ensures appropriate staffing/scheduling when assigned by the Director of Rehabilitation. Participates in Rehab Department Quality Assurance activities and program development and provides quality Physical Therapy Treatments to patients.

### **Patients Served**

This position is responsible for the following age groups of patients: neonate, pediatric, adolescent and geriatric patients and the general patient population

### **Duties**

- Directs and supervises the activities performed by the Physical Therapy Department staff, including Physical Therapists, Physical Therapy Assistants, Physical Therapy Aides, Physical Therapy certification applicants and Physical Therapy students as mandated by PT Board, APTA and CPTA
- Performs an appropriate assessment on each patient, as related to the therapy requested and provided and reassessments, as per policy. This includes neonate, pediatric, adolescent and geriatric patients and the general patient population
- Formulates a teaching/treatment plan based on identified learning needs and evaluates effectiveness of learning; family is included in teaching and training, as appropriate
- Observes and evaluates treatment effects. Recommends change to physician, if needed
- Demonstrates knowledge and proficiency of Physical Therapy modalities
- Treats patients and their families with respect and dignity. Identifies and addresses psychosocial needs of patients and family
- Meets current documentation standards and policies
- Manages and operates equipment safely and correctly. Maintains department cleanliness and safety
- Interacts professionally with patient/family and involves patient/family in the formation of the plan and care

- Communicates appropriately and clearly to physicians, staff and administrative team
- Coordinates and directs patient care to ensure patients' needs are met and hospital policy is followed
- Ensures that patient charges are accurate and submitted on a timely basis and enters total hours worked and units charged on daily log when working in inpatient setting
- Maintains records pertinent to the personnel and operation of the department
- Demonstrates an ability to be flexible, organized and function under stressful situations
- Maintains a good working relationship both within the department and with other departments
- Consults other departments, as appropriate, to collaborate in patient care and performance improvement activities
- Coordinates and conducts regular staff meetings to disseminate new department information, educate PT staff on new trends in PT and to hear issues in department and plan solutions
- Coordinates and participates in educational staff performance improvement in-services. Assists with orientation and in-service training for department staff members. Participates in guidance and educational programs
- Responsible for remaining current in Physical Therapy literature, trends and new developments and keeping staff updated through inservices, memos, and regular PT Department meetings
- Contributes to evaluation of P.T. department staff along with Director, which may include interviewing, hiring, evaluating and termination
- Coordinates, delegates and supervises responsibilities assigned to supportive staff (Physical Therapy Assistants, Physical Therapy Aides, etc.) as mandated by PT Board, APTA and CPTA
- Assists Rehab Director in evaluating department performance versus budget controls and takes appropriate action to remain within budget guidelines as assigned
- Participates in infection control, departmental equipment training and organizational safety and fire safety programs
- Along with Director of Rehab, ensures all inpatients are assigned to Physical Therapists and/or Physical Therapy Assistants daily
- Coordinates changes/updates to electronic health record templates as needed
- Performs periodic QA on proper charting techniques in outpatient and inpatient settings for all PT staff
- Along with Director of Rehab, is responsible for the daily supervision of the Physical Therapy staff
- Completes QA and other department projects as assigned by the Director of Rehab
- Complies with all Oroville Hospital Policies and Procedures
- Takes action based on constructive performance evaluations
- May assume periodic responsibility of the department in absence of the Director, as assigned

**Qualifications****Education & Licensure:**

- Graduation from an accredited Physical Therapy program with a baccalaureate, masters or doctorate degree in Physical Therapy and successful passage of the national licensure exam. DPT degree preferred.
- California Physical Therapy License current or eligible (under certain circumstances.)

**Knowledge:**

Knowledge is mandatory of: anatomy; physiology; medical terminology; and specialized medical/surgical treatments and procedures

**Certifications:**

- Current BLS

**Experience:**

- Two (2) years experience as a Physical Therapist
- Recent / previous work experience in primary health care setting
- Previous Management/Supervisory experience preferred

**Additional Qualifications:**

- Ability to follow written and oral directions
- Computer skills required
- Demonstrates high level of personal and professional accountability and responsibility
- Self-directed and performs duties independently
- Ability to problem solve and apply critical thinking skills
- Must have the proven ability to maintain confidentiality
- Must demonstrate excellent customer service and communication skills
- Ability to effectively communicate and coordinate daily work flow to ensure department needs are met
- Must be flexible, dependable, and demonstrate the ability to adapt to change

**Work Environment**

Work area is well lighted and ventilated. Regularly exposed to the risks of blood borne and airborne diseases. Contact with patients in a wide variety of circumstances. Exposed to noise, chemicals, communicable diseases, and hazardous materials. Wears personal protective equipment as required.

**Dress Code**

Complies with hospital and departmental dress code. Wears name badge with job title and credentials clearly visible.

### **Physical Abilities**

See attached Job Task Analysis

Inpatient Treatments: Medium- is considered generally lifting not more than 50 lbs. maximum with frequent lifting and /or carrying of objects weighing up to 25 lbs.

Outpatient Treatments: Light- is considered generally lifting not more than 20 lbs. maximum with frequent lifting and or carrying of objects weighing up to 10 lbs.