



**GOODLAND REGIONAL MEDICAL CENTER**  
**JOB DESCRIPTION**

**JOB TITLE:** Physical Therapy / Occupational Therapy Aide

**RESPONSIBLE TO:** Physical Therapist and Occupational Therapist

**JOB SUMMARY & SKILLS NECESSARY:** Assist PT and OT with transporting patients, cleaning departments and equipment, administrative duties (answering phone, enter charges, maintain updates on policies and manuals, etc.). Assist with patient care provided by the licensed therapist or assistant. Assist with laundry, keeping inventory stocked, keep equipment prepped for use.

**ESSENTIAL JOB FUNCTIONS:**

1. Demonstrates behaviors consistent with organizational mission & goals.
2. Demonstrates practices to keep all medical information confidential.
3. Demonstrates behaviors that promote positive patient/staff relations.
4. Comes to work as scheduled; arrives for work on time.
5. Demonstrates proper safety practices in carrying out job duties.
6. Appearance is appropriate to job duties; wears identification on duty.
7. Demonstrates appropriate job competencies.
8. Complies with organizational policies in course of duties.
9. Basic office skills (Answer phone, scheduling patients, recording treatment times).
10. Basic computer skills.
11. Capable of lifting up to 50 lbs.
12. Capable of walking on various surfaces, stairs, ramps, etc. without limitations while assisting patients.
13. Capable of demonstrating exercises for patients as directed by therapist.
14. Monitoring vitals signs including heart rate, BP, respiratory rate, O<sup>2</sup> SAT.
15. Manage, clean and operate equipment safely and correctly.
16. Treat patients and their families with respect and dignity.
17. Transport patients according to scheduled appointment times and maintain safety policies at all times.
18. Prepare and clean treatment areas for patient use at all times.
19. Maintain good working relationship within the department and with other hospital departments.
20. Read and communicate effectively in English.
21. Awareness of budget restraints, and assistance with conserving cost

**POSITION QUALIFICATIONS:**

**Minimum Education:** High School Graduate or GED

**Minimum Experience:** None

**Certification or Registration if required:** Athletic Trainer, CNA, or Medical Assistant preferred

**PHYSICAL DEMANDS:** (Please indicate appropriate code for each from those below)

|                       |   |
|-----------------------|---|
| <b>Stand:</b> F       | <b>Vision:</b> Necessary to see close range and up to 20 ft clearly |
| <b>Walk:</b> F        | <b>Hearing:</b> Necessary to hear spoken voices                     |
| <b>Sit:</b> F         | <b>Repetitive Motions:</b> F  |
| <b>Squat/Kneel:</b> O |   |
| <b>Bend:</b> O        |   |

|                    |                   |
|--------------------|-------------------|
| <b>Lift/Carry:</b> | <b>Push/Pull:</b> |
| 10-20 pounds: C    | 10-20 pounds: C   |
| 21-50 pounds: F    | 21-50 pounds: F   |
| 51-100 pounds: O   | 51-100 pounds: O  |
| 100+ pounds: N     | 100+ pounds: R    |

**(N) Non-Applicable (O) Occasionally (F) Frequently (C) Constantly (R) Rare**

\*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the position accountabilities without compromising patient care or departmental efficiency. However, should it be determined that the employee cannot meet the position accountabilities with or without accommodation, it is the right of GRMC to release the individual under Kansas "Employment at Will" doctrine\*\*

**Working conditions:** Exposed to various patient elements (accidents, injuries, and illness) in Rehab setting due to contact with patients under wide variety of circumstances. Subject to varying and unpredictable situations, interruptions, considerable walking, standing, and assisting with patients.

**Professional Requirements:** None, however, a background in fitness, nursing, or medical assistant would be beneficial for those selected to work in this capacity.

I have received, read, and understand this job description for my position at GRMC:

Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Description Prepared by: \_\_\_\_\_

Signature/Title \_\_\_\_\_ Date: \_\_\_\_\_