

# Easterseals DuPage & Fox Valley

**FOR:** Policy and Procedure Manual  
**SECTION:** Personnel  
**RE:** Job Description  
**POSITION:** Staff Physical Therapist  
**STATUS:** Exempt

**DEFINITION:** The physical therapist is responsible for evaluating, planning, and implementing physical therapy services as prescribed by a referring physician and in accordance with Center's policies and procedures. In addition, he/she is expected to participate (voluntarily or upon request) in the manning of existing Center programs and the development of new Center programs.

**REPORTS TO:** Director, Physical Therapy in Villa Park, Naperville & Elgin and Community Based Services

## **MISSION STATEMENT:**

*To enable infants, children and adults with disabilities to achieve maximum independence, and to provide support for the families who love and care for them.*

## **ESSENTIAL FUNCTIONS:**

### **I. Ethical Standards of Practice**

- A. Delivers services consistent with established Easterseals DuPage & Fox Valley Mission, Values, and Philosophy.
- B. Maintains patient confidentiality and respects the rights and dignity of all individuals.
- C. Adhere to Easterseals DuPage & Fox Valley Code of Ethics. Comply with all Federal, State and local laws and regulations.
- D. Complies with current APTA Code of ethics, state licensure laws, and all prevailing Federal, State and local laws.

### **II. Evaluations**

- A. Screens, consults and/or evaluates patients upon request/referral and appropriate authorization.
- B. Performs evaluations/screenings per Center policy and procedure under the formats of:
  - 1. IDE
  - 2. Single discipline
  - 3. Community Based Therapy Program evaluations
- C. In performing evaluations:
  - 1. Reviews relevant reports to facilitate assessment.
  - 2. Selects appropriate evaluation tools and implements them, as indicated.
  - 3. Makes appropriate recommendations from evaluation results.
  - 4. Documents patient evaluation findings in accordance with Center policy.

### **III. Administration of Therapy**

- A. Establishes a Treatment Plan from initial evaluation.
- B. Administers program effectively:
  - 1. Utilizes appropriate treatment procedures and techniques.
  - 2. Adapts treatment to patient's abilities and needs.
  - 3. Identifies resources and integrates information on resources into program planning and implementation.
- C. Continually evaluates, predicts program outcomes and updates Treatment Plan based upon client's/family's changing needs.
- D. Meets current productivity expectations as outlined by the department.
- E. Provides appropriate client and family education and training.
- F. When appropriate, acts in coordination with other therapies as a team member in the planning of each client's therapy program.
- G. Communicates with other internal and external team members, referring physician, and other relevant stakeholders as authorized by client family/legal guardian.
- H. Serves as client case manager, when assigned.
- I. Establishes the discharge/transition plan and refers client to other services/programs, as needed.
- J. Provides follow-up procedures:
  - 1. Gives home program.
  - 2. Increases or decreases therapy as indicated.
  - 3. Discharges when appropriate or refers to appropriate alternative placements.
- K. Attends and participates in school staffings, clinics, etc., as requested.
- L. Assists in recommending and fitting equipment from appropriate sources.
- M. Sanitize toys and treatment space.

### **IV. Documentation**

- A. Maintains efficient records:
  - 1. Writes patients progress reports and evaluations in accordance with Center's policy.
  - 2. Serves as case manager when assigned, acting to help in the coordination of all documentation needs.
  - 3. Assist with finance department's needs relating to documentation.
  - 4. Prepares discharge upon termination of services.
  - 5. Acts to assure therapy records are complete upon clients' discharge.

### **V. Department Program Development**

- A. Attends staff meetings, interdepartmental meetings, in-services, clinics, and Medical Advisory Board, as necessary.

- B. Participates in the development of and the review of department policies and procedures relating to treatment, documentation, and program development.
- C. Maintains and develops professional skills through the pursuit of continuing education and membership in professional organizations.
- D. Promotes nurturing/mentoring of fellow staff members through sharing of information and the commitment to a team approach.
- E. Helps to maintain department supplies, equipment, and toys.
- F. Participates in the planning for and training of physical therapy students.

**VI. Other**

- A. Therapist will participate in fulfilling Community Based Therapy programs/contracts as requested.
  - 1. Job duties and expectations specific to contacts will vary in accordance to the terms of the agreement between this Center and the agency contracting our services.
  - 2. For Center developed Community Based Therapy program(s), job responsibilities and expectations will be reviewed with therapist by Community Based Therapy Manager.
- B. Therapist will participate in fulfilling Assistive Technology Department responsibilities as outlined by AT Department (i.e. Seating Clinic, AT Evals).
- C. As requested, therapist will participate and/or coordinate responsibilities outlined for specific clinics.

**QUALIFICATIONS:**

- 1. Must have a degree or a certificate in physical therapy from a school approved by CAPTE (Commission on Accreditation for Physical Therapy Education).
- 2. Must be licensed or license eligible as defined by the Illinois Physical Therapy Act.
- 3. Must have Early Intervention Certification or be eligible.
- 4. Maintain current CPR certification.

**REQUIREMENTS:**

Unless exempted by the Americans with Disabilities Act, all persons hired for this position are required to perform the following essential functions:

- 1. Lift up to 50 lbs. on an as-needed basis
- 2. Perform the basic life operational functions of talking, hearing, vision
- 3. Perform repetitive motions (i.e. computer keying and/or dialing phone)

This position requires exposure to the following environmental factors:

- 1. Daily contact with domestic and industrial cleaners;
- 2. Exposure to variable noise levels;
- 3. Occasional contact with noxious smells;
- 4. Frequent exposure to communicable illnesses

9/97; Reviewed 2/01; Revised 3/04; Reviewed 4/06; Reviewed 5/07; Reviewed 03/10; Reviewed 9/11; Reviewed 8/12; Reviewed 3/13; Reviewed 4/15; Reviewed 10/15; Revised 11/16; Reviewed 7/17; Reviewed 11/18