

ESKATON  
PHYSICAL THERAPIST  
14-24  
ESKATON REHAB SERVICES

DEPARTMENT: Therapy  
EFFECTIVE DATE: March 31, 2001  
REVISION DATE: April 12, 2003

Exempt                      \_\_\_\_\_                      Non-exempt                      \_\_\_\_\_ X

I.     JOB SUMMARY

The Physical Therapist provides direct patient care and supports activities that build and maintain an Eskaton Rehab Center of Excellence. Aids in the restoration and enhancement of independent function in those individuals whose independent living status has been compromised by illness and/or injury.

II.    JOB RELATIONSHIPS

Responsible to:                      Rehab Program Manager  
Workers supervised:                Physical Therapy Assistants/Rehab Aides  
Interrelationships:                 All staff within the facility, vendors, residents and visitors.

III.   ESSENTIAL JOB FUNCTIONS:

- A.     Provides patient treatments which meet patient needs and uses current treatment knowledge in accordance with Eskaton Rehab Services clinical procedures.
- B.     Writes accurate, complete, and clear documentation in accordance with Eskaton Rehab Services, regulatory, licensing, payor, and accrediting requirements.
- C.     Consistently demonstrates Eskaton Rehab Services Interdisciplinary approach to patient care.
- D.     Contributes to professional development of self and others.
- E.     Aids in building and maintaining Eskaton Rehab Services' reputation as a Rehab Center of Excellence by contribution as a professional member of staff.
- F.     Communicates effectively with discharge planners.

- G. Interacts with peer therapists at local acute hospitals and other environments, if appropriate.
- H. Maintains state-of-the-art body of knowledge in areas of clinical expertise through seminars, professional journals, and peers.

#### Corporate Compliance

- A. As an employee of Eskaton, fully complies with all provisions in the Corporate Compliance Policy. Full compliance with the policy is a condition of employment with Eskaton.
- B. Promotes compliance with the Corporate Compliance Policy among subordinates.

#### HIPAA Compliance

- A. As an employee of Eskaton, fully complies with all provisions in the Health Insurance Portability and Accountability Act (HIPAA). Full compliance with the policy is a condition of employment with Eskaton.
- B. Promotes compliance with the HIPAA Compliance Policy among subordinates.

#### Customer Service

- A. Offers assistance to clients in a timely manner; call lights, telephones, requests, etc.
- B. Takes the initiative to resolve client concerns or confirms that the appropriate party resolves the concerns.
- C. Makes referrals to the appropriate supervisor of resident's needs.

#### Interpersonal Relationships

- A. Communicates unresolved work-related problems using chain of command, consistently demonstrates effective problem solving skills and handles confidential information appropriately.
- B. Demonstrates flexibility with a changing workload/caseload, sets priorities accordingly and carries out job assignments in a self-directed manner.
- C. Remains calm in an environment with many demands and frequent changes and interruptions.

### Teamwork

- A. Is friendly and courteous to residents and co-workers. Models a service attitude towards others, takes ownership in solving problems and takes the initiative to improve situations.
- B. Works as a team player within the department and with other departments in the facility.
- C. Assists co-workers when own work is thoroughly completed and/or is asked by the appropriate supervisor to do so.

### Miscellaneous

- A. Works in accordance with established safety guidelines with emphasis on the use of proper body mechanics and safe work practices; wears appropriate safety gear.
- B. Maintains attendance as outlined in Eskaton policy.
- C. Attends and participates in appropriate in-service and department meetings.
- D. Promptly reports noticeable environmental or equipment repair needs to the maintenance department.
- E. Wears prescribed uniform and follows prescribed dress code. Maintains a professional image to the public and residents.

## IV. WORKER TRAITS

### Aptitudes:

Possesses the ability to supervise and direct assistants and aides. Ability to work with all types and levels of staff and patients.

### Temperaments:

Has the ability to maintain a positive, stable disposition in performing work in association with staff residents and to maintain a high level of performance in an environment of frequent demands and changes.

## V. QUALIFICATIONS

### Education:

Bachelor's or Master's Degree in Physical Therapy from an accredited university. Must have a current Physical Therapist license for state in which facility is located. Current CPR certification is required. Some facilities may require current state driver's license.

Training and Experience:

Two to three years experience in a skilled nursing facility rehab environment or equivalent preferred. Rehab experience required.

Knowledge and Abilities:

Must have knowledge in physical therapy evaluations and treatments. Must have an understanding of the principles of physical modalities employed in Physical Therapy. Knowledge of the use of prosthetic devices, ambulatory aides, assistive and resistive devices, and training. Knowledge of medical terminology. Must have excellent verbal and written communication skills.

SIGNATURES

EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

Administration

AUTHOR: \_\_\_\_\_

DATE: 4/12/03

Terrie Beck  
Human Resources

## Physical Therapist

### COMPETENCY CHECKLIST

<b>Facility</b> _____ <b>Employee:</b> _____ <b>Date of Hire</b> _____	<b>Criteria Met</b> Yes    No		<b>Date &amp; Initial of Reviewer</b>	<b>Comments, Training Needs</b>
Performs accurate, comprehensive patient evaluations.				
Develops effective plan of treatment and obtains appropriate approvals from referring physician.				
Supervises Physical Therapy Assistants/other Physical Therapists and/or aides in direct patient care and patient related activities. Communicates with supervisor and other health team members regarding progress, problems, and plans.				
Instructs patients' families or nursing staff in specified follow through programs.				
Interviews patients and families regarding previous level of functioning and life style and current and future expectations.				
Demonstrates knowledge of appropriate resources for problem-solving and clinical protocol.				
Consults with Rehab Program Manager when appropriate and implementing recommendations.				
Evaluates patients within facility-specific time frames.				
Records screenings, evaluations, daily treatment notes, progress notes, and discharge summaries in accordance with Eskaton Rehab Services procedures.				
Records treatment charges and insures that documentation is consistent with billing data.				
Writes specific, objective documentation that is outcome oriented and details the patients' needs, potential to benefit from treatment, and progress achieved to date.				

Manages Medicare denial process in conjunction with Rehab Program Manager.				
Acquires and documents consents/approvals for treatment when necessary.				
Integrates findings of other members of the interdisciplinary team in treatment assessment and recommendations.				
Integrates input from patient and family in treatment assessment and recommendations.				
Prepares for and provides meaningful contributions to the rehab team conferences, patient care conferences, family conferences, and caregiver training sessions.				
Works with facility to teach documentation practices which assist the therapy team.				
Communicates effectively with discharge planners.				
Utilizes continuing education assistance to achieve targeted quality improvements.				
Interacts with peer therapist at local acute hospitals and other environments, if appropriate.				
Presents at weekly rehab team conferences, facility inservices, and professional conferences.				
Maintains state-of-the-art body of knowledge in areas of clinical expertise through seminars, professional journals, and peers.				

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYEE EVALUATION AND DEVELOPMENT PLAN**

NAME: \_\_\_\_\_ DATE HIRED: \_\_\_\_\_ PERIOD OF EVALUATION: \_\_\_\_\_

POSITION: Physical Therapist DATE OF LAST EVALUATION \_\_\_\_\_ DATE OF THIS EVALUATION: \_\_\_\_\_

ESSENTIAL JOB FUNCTIONS	Below Require- ments	Meets Require- ments	Exceeds Require- ments	COMMENTS
<b>GENERAL:</b>				
Provides patient treatments which meet patient needs and uses current treatment knowledge in accordance with Eskaton Rehab Services clinical procedures.				
Writes accurate, complete, and clear documentation in accordance with Eskaton Rehab Services, regulatory, licensing, payor, and accrediting requirements.				
Consistently demonstrates Eskaton Rehab Services Interdisciplinary approach to patient care.				
Contributes to professional development of self and others.				
Aids in building and maintaining Eskaton Rehab Services' reputation as a Rehab Center of Excellence by contribution as a professional member of staff.				
Communicates effectively with discharge planners.				
Interacts with peer therapists at local acute hospitals and other environments, if appropriate.				

ESSENTIAL JOB FUNCTIONS	Below Requirements	Meets Requirements	Exceeds Requirements	COMMENTS
Maintains state-of-the-art body of knowledge in areas of clinical expertise through seminars, professional journals, and peers.				
As an employee of Eskaton, fully complies with all provisions in the Corporate Compliance Policy. Full compliance with the policy is a condition of employment with Eskaton.				
As an employee of Eskaton, fully complies with all provisions in the Health Insurance Portability and Accountability Act (HIPAA). Full compliance with the policy is a condition of employment with Eskaton.				
Offers assistance to clients in a timely manner; call lights, telephones, requests, etc.				
Takes the initiative to resolve client concerns or confirms that the appropriate party resolves the concerns.				
Makes referrals to the appropriate supervisor of resident's needs.				
Communicates unresolved work-related problems using chain of command, consistently demonstrates effective problem solving skills and handles confidential information appropriately.				
Demonstrates flexibility with a changing workload/caseload, sets priorities accordingly and carries out job assignments in a self-directed manner.				
Remains calm in an environment with many demands and frequent changes and interruptions.				

ESSENTIAL JOB FUNCTIONS	Below Requirements	Meets Requirements	Exceeds Requirements	COMMENTS
Is friendly and courteous to residents and co-workers. Models a service attitude towards others, takes ownership in solving problems and takes the initiative to improve situations.				
Works as a team player within the department and with other departments in the facility.				
Assists co-workers when own work is thoroughly completed and/or is asked by the appropriate supervisor to do so.				
Works in accordance with established safety guidelines with emphasis on the use of proper body mechanics and safe work practices; wears appropriate safety gear.				
Maintains attendance as outlined in Eskaton policy.				
Attends and participates in appropriate in-service and department meetings.				
Promptly reports noticeable environmental or equipment repair needs to the maintenance department.				
Wears prescribed uniform and follows prescribed dress code. Maintains a professional image to the public and residents.				

CORPORATE COMPLIANCE

Are you aware of, or have you personally been asked to participate in, any conduct or behavior that could be considered fraudulent, abusive, illegal, or unethical?

No

Yes. Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: If the employee prefers not to explain the situation to you, encourage him/her to contact the Eskaton corporate compliance officer in person or anonymously.

If "Yes", have you already notified someone (supervisor, department manager, administrator, executive director, human resource department or the corporate compliance officer) about this?

No

Yes

When did you notify that person (date and time)? \_\_\_\_\_

Has the situation changed since then? \_\_\_\_\_

NOTE: If the employee prefers not to discuss the situation with you, encourage him/her to contact the Eskaton corporate compliance officer in person or anonymously.



---

---

---

---

---

---

---

---

---

---

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Administration Signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Your signature indicates your supervisor has discussed this appraisal with you. It is not an indication that you agree with the comments or conclusion.