

**CONNECTICUT VALLEY HOSPITAL  
COMPETENCY-BASED FUNCTIONAL JOB DESCRIPTION**

**DIVISION:** Patient Central Services  
**DEPT/ UNIT:** Ambulatory Care/Physical Therapy  
**EMPLOYEE:**  
**JOB TITLE:** PT Aide (Rehabilitation Therapist Assistant 2)

**1. Provides aide to Physical Therapy Staff members in providing Physical Therapy Services.**

- 1.1 Appropriately seeks supervision from the Physical Therapy Supervisor.
- 1.2 Is familiar with adaptive equipment and demonstrates ability to aide in the development of equipment to meet specific patient needs.
- 1.3 Demonstrates knowledge of proper utilization of Type 1 Physical Therapy Equipment as per Competency of Equipment form.
- 1.4 Demonstrates an ability to perform PT Aide duties as directed by the Physical Therapy Supervisor.
- 1.5 Observes patient behavior and/or response to treatment and reports any unusual or unanticipated patient needs to the appropriate Physical Therapist.
- 1.6 Demonstrates an ability to follow risk management procedures and comply with each program's unique level system.
- 1.7 Demonstrates an ability to complete tasks as assigned within reasonable time frames.
- 1.8 Demonstrates knowledge of Maximum Security Procedures necessary to aide in providing Physical Therapy Services at Whiting Forensic Institute.
- 1.9 Transports and escorts patients to appointments (on and off grounds) and completes required documentation.
- 1.10 Demonstrates the ability to instruct others in the usage of assistive devices and adaptive equipment.
- 1.11 Demonstrates an ability to act as a patient worker supervisor within the Physical Therapy area of Page Hall.

**Duties:**

- Performs Physical Therapy Aide Duties.
- Follows risk management procedures.
- Aides in developing and ordering of adaptive equipment for patients.
- Communicates patient response to treatment to the appropriate Physical Therapist.
- Transports and escorts patients to appointments completing documentation as required.  
Notifies appropriate individuals and units of appointments.

- Maintains Security Clearance necessary to work in Whiting Forensic Institute.
- Provides In-services to unit staff and others on the usage of assistive devices and adaptive equipment.
- Acts as a patient worker supervisor.

## **2. Plans, arranges and updates treatment schedules.**

- 2.1 Demonstrates an ability to schedule patients for Physical Therapy and Psychiatry appointments.
- 2.2 Communicates recommendations made by the Physical Therapists for changes in treatment to interdisciplinary team.

### **Duties:**

- Schedules patients for Physical Therapy Treatments.
- Notifies patients, ward staff and others of scheduled appointments and completes necessary documentation for those appointments.

## **3. Maintains a Safe and Effective Environment in the Physical Therapy Areas.**

- 3.1 Demonstrates an ability to use appropriate procedures for ordering supplies.
- 3.2 Maintains, monitors, repairs, and cleans Physical Therapy Equipment.
- 3.3 Maintains an accurate inventory list of all equipment and supplies needed for Physical Therapy Services.
- 3.4 With others, demonstrates an ability to complete Environmental Rounds of Page Hall.

### **Duties:**

- Performs maintenance and cleaning of Physical Therapy Equipment.
- Orders replacement parts for equipment as needed.
- Communicates with other departments for repair of facilities and equipment.
- Maintains and updates inventory list of all equipment and supplies.
- Completes environmental rounds and necessary documentation to relay pertinent information.

## **4. Documents services provided.**

- 4.1 Demonstrates an ability to complete Part II (Treatment Rendered Section) of the Physical Therapy Treatment Log Form.
- 4.2 Exhibits skills in written and oral communication.
- 4.3 Accurately documents patient behavior and/or response to treatment in the medical record as directed by the appropriate Physical Therapist.

- 4.4 Designs and provides a variety of reports, forms and correspondence for the Physical Therapy Services.
- 4.5 Demonstrates an ability to appropriately file Physical Therapy documentation forms.

**Duties:**

- Creates forms necessary for exercise programs, treatment data and other forms necessary for hospital reports, etc.
- Completes chart documentation as directed by Physical Therapists.
- Compiles and documents statistical data as required by the Physical Therapy Services.
- Appropriately files necessary Physical Therapy documentation forms.

**5. Demonstrates commitment to meeting the CVH mission through providing services that reflect shared values, specific competencies and integrated service structures.**

- 5.1 Exhibits knowledge of the CVH mission statement.
- 5.2 Attends all mandatory in-services and orientation requirements.
- 5.3 Attends safety training (i.e. Fire Safety, etc.) as recommended by OSD.

**Duties:**

- ◆ Attends all mandatory training.
- ◆ Attends all orientation inservices and other requirements.

**6. Other duties as assigned.**

**VALIDATING MECHANISMS**

- 1. Observation (Supervisor or Peer)
- 2. Demonstration
- 3. Feedback from staff, patients, families, etc.
- 4. Chart Audits/Reviews
- 5. Satisfaction Surveys
- 6. Data Forms
- 7. Treatment Documentation Form
- 8. Monthly and Quarterly Reports
- 9. In-service and Conference Log
- 10. Skills Checklists
- 11. Policies and Procedures Manual/IOP Projects

## COMPETENCY BASED PERFORMANCE APPRAISAL

Name:

Appraisal Date:

Type of Appraisal: (check one)

Date of Hire:

- ☐ 6-month  
☐ Transfer/Promotion  
☐ Annual Review  
☐ Other \_\_\_\_\_

### Rating Key

**5 = Excellent****4 = Good****3 = Satisfactory****2 = Fair****1 = Unsatisfactory**

### I. KNOWLEDGE OF WORK

COMPETENCY	RATING	VALIDATING MECHANISM & COMMENTS
1.2 Is familiar with adaptive equipment and demonstrates ability to aide in the development of equipment to meet specific patient needs.		2, 3
1.4 Demonstrates an ability to perform PT Aide duties as directed by Physical Therapy Supervisor.		1, 3
1.11 Demonstrates an ability to act as a patient worker supervisor within the Physical Therapy area of Page Hall.		1, 3
3.2 Maintains, monitors, repairs, and cleans Physical Therapy Equipment.		1, 3
3.4 With others, demonstrates an ability to complete Environmental Rounds of Page Hall.		1, 6
5.1 Exhibits knowledge of the CVH mission statement.		1
Add Figures in Rating Column (A) _____ Total Number of Competencies (B) _____		
<b>Knowledge of Work (A) ÷ (B) = _____</b>		

## II. QUANTITY OF WORK

COMPETENCY	RATING	VALIDATING MECHANISM & COMMENTS
1.7 Demonstrates an ability to complete tasks as assigned within reasonable time frames.		1, 3, 6, 7
2.1 Demonstrates an ability to schedule patients for Physical Therapy and Physiatry Appointments.		1, 7
3.3 Maintains an accurate inventory list on all equipment and supplies needed for Physical Therapy Services.		1, 6
4.2 Exhibits skills in written and oral communication.		2, 3, 4
Add Figures in Rating Column (A) _____		
Total Number of Competencies (B) _____ <b>Quantity of Work (A) ÷ (B) = _____</b>		

## III. QUALITY OF WORK

COMPETENCY	RATING	VALIDATING MECHANISM & COMMENTS
1.3 Demonstrates knowledge of proper utilization of Type 1 Physical Therapy Equipment as per Competency of Equipment Form.		10
1.9 Transports and escorts patients to appointments (on and off grounds) and completes required documentation.		1, 3, 6
4.3 Accurately documents patient behavior and/or response to treatment in the medical record as directed by the appropriate Physical Therapist.		1, 3, 4
4.5 Demonstrates an ability to appropriately file Physical Therapy documentation forms.		4, 7
Add Figures in Rating Column (A) _____		
Total Number of Competencies (B) _____ <b>Quality of Work (A) ÷ (B) = _____</b>		

#### IV. ABILITY TO LEARN NEW DUTIES

COMPETENCY	RATING	VALIDATING MECHANISM & COMMENTS
4.1 Demonstrates an ability to complete Part II (Treatment Rendered Section) of the Physical Therapy Treatment Log Form.		2, 3, 4, 6
4.4 Designs and provides a variety of reports, forms, and correspondence for the Physical Therapy Services.		1, 6, 7, 8
Add Figures in Rating Column (A) _____		
Total Number of Competencies (B) _____ Ability to Learn New Duties (A) ÷ (B) = _____		

#### V. INITIATIVE

COMPETENCY	RATING	VALIDATING MECHANISM & COMMENTS
1.10 Demonstrates the ability to instruct others in the usage of assistive devices and adaptive equipment.		1, 3, 9
2.2 Communicates recommendations made by the Physical Therapists for changes in treatment to interdisciplinary team.		3, 4
3.1 Demonstrates an ability to use appropriate procedures for ordering supplies.		1, 3, 6
Add Figures in Rating Column (A) _____		
Total Number of Competencies (B) _____ Initiative (A) ÷ (B) = _____		

#### VI. COOPERATION

COMPETENCY	RATING	VALIDATING MECHANISM & COMMENTS
1. 5 Observes patient behavior and/or response to treatment and reports any unusual or unanticipated patient needs to the appropriate Physical Therapist.		1, 3
5.2 Attends all mandatory in-services and orientation requirements.		9
5.3 Attends safety training (i.e. Fire Safety, etc.) as recommended by OSD.		9
Add Figures in Rating Column (A) _____		
Total Number of Competencies (B) _____ Cooperation (A) ÷ (B) = _____		

## VII. JUDGEMENT

COMPETENCY	RATING	VALIDATING MECHANISM & COMMENTS
1.1 Appropriately seeks supervision from the Physical Therapist Supervisor.		1, 3
1.6 Demonstrates an ability to follow risk management procedures and comply with each program's unique level system.		1, 3, 6
1.8 Demonstrates knowledge of Maximum Security Procedures necessary to aide in providing Physical Therapy Services at Whiting Forensic Institute.		1, 3, 6, 7
Add Figures in Rating Column (A) _____		
Total Number of Competencies (B) _____ Judgment (A) ÷ (B) = _____		

## VIII. OTHERS

COMPETENCY	RATING	VALIDATING MECHANISM & COMMENTS
Punctuality		7
Sick Leave		7
Absenteeism		7
Demonstrates competency in creating treatment plans and interventions taking into account the patient's diverse cultural background.		1,3,9
Add Figures in Rating Column (A) _____		
Total Number of Competencies (B) _____ Other (A) ÷ (B) = _____		

**KEY FOR OVERALL RATING**

1.00 - 1.80 = Unsatisfactory

1.81 - 2.60 = Fair

2.61 - 3.40 = Satisfactory

3.41 - 4.20 = Good

4.21 - 5.00 = Excellent

**IX. OVERALL PERFORMANCE RATINGS SUMMARY**

JOB ELEMENTS	RATING
I. Knowledge of Work	
II. Quantity of Work	
III. Quality of Work	
IV. Ability to Learn New Duties	
V. Initiative	
VI. Cooperation	
VII. Judgment	
VIII. Other	
IX. Overall Performance Rating	
COMMENTS:	

RATED BY

PHYSICAL THERAPY SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED BY

DIRECTOR OF AMBULATORY CARE SERVICES: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(Signature confirms only that the employee has seen the appraisal and discussed it with the Supervisor.)

Revised 9-8-08