

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

**DIVISION:** Ambulatory Care Services  
**DEPARTMENT:** Physical Therapy Services  
**JOB TITLE:** Physical Therapist II  
**EMPLOYEE:**

**1. Provides Direct Patient Care**

- 1.1 Demonstrates knowledge of the principles and practices of Physical Therapy in providing services. Uses knowledge of physiology, applied anatomy, and kinesiology in meeting competencies. Exhibits knowledge of physical, mental and/or neuropsychiatric disorders.
- 1.2 Independently performs diagnostic Physical Therapy tests to determine patient's range of motion, muscle strength, reflexes, balance, coordination and level of functioning as per license.
- 1.3 Skilled in working closely with Physical Therapy Supervisor regarding patient service needs.
- 1.4 Administers abilities appropriate to Physical Therapy such as functional training in the activities of daily living, gait, posture and transfer training, corrective exercise, muscle training, application of modalities, manual techniques and neurodevelopmental therapy for the treatment of disability, infection, injury or disease.
- 1.5 Demonstrates the ability to instruct caregivers in patient life skills, usage of adaptive equipment and treatment programs.
- 1.6 Demonstrates proper usage of all three types of Physical Therapy equipment on P.T. Competency of Equipment Checklist.
- 1.7 Demonstrates willingness and an aptitude to learn new treatment techniques and integrate them into patient treatment programs.
- 1.8 Demonstrates an ability to make treatment goals, in cooperation with the patient and others. These goals are directed for the overall benefits of the patient, taking into account all of the patient's strengths and weaknesses.
- 1.9 Demonstrates an ability to follow risk management procedures and comply with the level system.
- 1.10 Demonstrates an ability to complete tasks as assigned within reasonable time frames.
- 1.11 Maintains Physical Therapy Licensure with the Department of Public Health of the State of Connecticut.

**Duties:**

- Completes all types of Physical Therapy evaluations to assess patient's level of functioning concerning range of motion, muscle strength, reflexes, balance, gait pattern, coordination, etc. within reasonable time frames.
- Completes all types of Physical Therapy treatment interventions, manual or mechanical.
- Instructs patients, families, staff and others in exercise programs, usage of adaptive equipment, etc. within reasonable time frames.
- Learns and integrates new treatment techniques.
- Communicates with Physical Therapy Supervisor any unusual or unanticipated patient's Physical Therapy needs.
- With the patient and others, develops Physical Therapy Treatment goals.
- Follows risk management procedures.
- Maintains licensure and renews annually prior to the end of the therapist's birth month.
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**2. Documents services provided and patient outcomes.**

- 2.1 Exhibits skills in oral and written communication.
- 2.2 Writes treatment plans to communicate interventions to interdisciplinary team.
- 2.3 Documents observations of patient's physical functioning and other data.
- 2.4 Exhibits an ability to complete documentation in the hospital approved manner.

**Duties:**

- Completes documentation including evaluations, discharge summaries, exercise programs, chart notations, treatment documentation form, etc.
- Compiles and documents statistical data as required by Physical Therapy Department.

**3. Plans, arranges, and updates treatment schedules.**

- 3.1 Ensures that patients are scheduled for appropriate treatments.
- 3.2 Transports and escorts patients to clinics for consultation with physicians regarding the physical health needs of the patient.
- 3.3 Serves as a liaison between patient, unit, and Physical Medicine Consultant regarding physical health needs of the patient.
- 3.4 Demonstrates abilities to create new treatment programs.

**Duties:**

- Schedules patients for treatment.
- Transports and escorts patients for consultation with physicians regarding patient's condition, treatment program and patient's progress towards goals.
- Creates new treatment programs.

**4. Consults with interdisciplinary team regarding the Physical Therapy needs of the patient.**

- 4.1 Informs Treatment Team of the physical therapy needs of the patient and represents the patient's treatment priorities.
- 4.2 Demonstrates an ability to integrate the patient's physical therapy needs into the MTP and/or TPR.
- 4.3 Instructs staff in Physical Therapy theory and practice resulting in positive patient outcomes.
- 4.4 Competent to create and implement patient's discharge planning needs.
- 4.5 Demonstrates an ability to complete a Home Assessment and make recommendations to facilitate a greater degree of independence in mobility for the patient.

**Duties:**

- Meets with treatment teams and individual members concerning both in-hospital and post-discharge patient needs.
- Provides instruction to staff concerning physical therapy treatment programs, etc.
- Provides input into the formation of MTP and/or TPR concerning the patient's Physical Therapy needs.
- Completes Home Assessments.

**5. Maintains equipment required for patient usage and treatment.**

- 5.1 Designs, repairs and may fabricate adaptive equipment.
- 5.2 Demonstrates proper procedures for ordering equipment. Demonstrates an ability to fit and order wheelchairs and other assistive devices.
- 5.3 Ensures the proper functioning of physical therapy equipment.
- 5.4 Demonstrates an ability to integrate all aspects of the patient's needs and risks when determining appropriate equipment for patient usage.

**Duties:**

- Orders appropriate Physical Therapy equipment, assistive devices and adaptive equipment.
- Designs and repairs adaptive equipment.
- Monitors and ensures the proper functioning of Physical Therapy equipment.

**6. Supervises physical therapy staff in a lower class.**

- 6.1 Provides training and consultation to Rehabilitation Therapy Assistant on activities relating to responsibility.
- 6.2 Demonstrates an ability to act as the Physical Therapy Supervisor during the Supervisor's absence.

**Duties:**

- Supervises Physical Therapy staff in a lower class.
- Acts as the PT Supervisor during her absence.

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

- 7.1 Exhibits knowledge of the CVH mission statement.
- 7.2 Attends all mandatory training.
- 7.3 Attends safety training (i.e. Fire Safety, etc.) as recommended by OSD.
- 7.4 Facilitates and trains staff and patients on safety issues (i.e. Transfer Training, Stair Training, Fall Protocol, etc.)

**Duties:**

- Attends all mandatory training.
- Facilitates and trains others on areas of knowledge regarding safety issues.

**8. Performs 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

Revised 1/11/06

# COMPETENCY BASED PERFORMANCE APPRAISAL

## Physical Therapist II

Name:

Appraisal Date:

Date of Hire:

Type of Appraisal: (check one)

- ☐ 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
1.1 Demonstrates knowledge of the principles and practices of Physical Therapy in providing services. Uses knowledge of physiology, applied anatomy and kinesiology in meeting competencies. Exhibits knowledge of physical, mental and/or neuropsychiatric disorders.		1, 2, 3, 10
1.10 Demonstrates an ability to complete tasks as assigned within reasonable time frames.		1, 3, 6, 7
4.4 Competent to create and implement patient's discharge planning needs.		4, 5
4.5 Demonstrates an ability to complete a Home Assessment and make recommendations to facilitate a greater degree of the patient independent in mobility		3, 4
7.1 Exhibits knowledge of the CVH Mission statement.		1
Add Figures in Rating Column (A) _____ Total Number of Competencies (B) _____ Knowledge of Work (A) ÷ (B) = _____		

## II. QUANTITY OF WORK

COMPETENCY	RATING	VALIDATING MECHANISM & COMMENTS
1.2 Independently performs diagnostic Physical Therapy tests to determine patient's range of motion, muscle strength, reflexes, balance, coordination and level of functioning as per license.		1, 4, 5
1.5 Demonstrates the ability to instruct caregivers in patient life skills, usage of adaptive equipment and treatment programs.		2, 3
2.1 Exhibits skills in oral and written communications.		2, 3, 4
2.3 Documents observations of patient's physical functioning and other data.		4, 6
Add Figures in Rating Column (A) _____		
Total Number of Competencies (B) _____ Quantity of Work (A) ÷ (B) = _____		

## III. QUALITY OF WORK

COMPETENCY	RATING	VALIDATING MECHANISM & COMMENTS
1.4 Administers abilities appropriate to Physical Therapy such as functional training in the activities of daily living, gait, posture and transfer training, corrective exercise, and muscle training, application of modalities, manual techniques and neurodevelopmental therapy for the treatment of disability, infection, injury or disease.		1, 2, 10
1.6 Demonstrates proper usage of all types of Physical Therapy equipment on P.T. Competency of Equipment Checklist.		10
1.8 Demonstrates an ability to make treatments goals in cooperation with the patient and others. These goals are directed for the overall benefit of the patient, taking into account all of the patient's strengths and weaknesses.		1, 4, 5
2.4 Exhibits an ability to complete documentation in the hospital approved manner.		4, 6
3.1 Ensures that patients are scheduled for appropriate treatments.		6, 7
3.2 Transports and escorts patients to clinics for consultation with physicians regarding the physical health needs of the patient.		1, 3
5.3 Ensures the proper functioning of physical therapy equipment.		10
Add Figures in Rating Column (A) _____		
Total Number of Competencies (B) _____ Quality of Work (A) ÷ (B) = _____		

#### IV. ABILITY TO LEARN NEW DUTIES

COMPETENCY	RATING	VALIDATING MECHANISM & COMMENTS
1.7 Demonstrates willingness and an aptitude to learn new treatment techniques and integrate them into patient treatment programs.		1, 9
5.1 Designs, repairs and may fabricate adaptive equipment.		1
5.2 Demonstrates proper procedures for ordering equipment. Demonstrates an ability to fit and order wheelchairs and other assistive devices.		1, 6
6.2 Demonstrates an ability to act as the Physical Therapy Supervisor during the Supervisor's absence.		1, 3
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
2.2 Writes treatment plans to communicate interventions to interdisciplinary team.		3, 4
3.4 Demonstrates abilities to create new treatment programs.		6, 11
Add Figures in Rating Column (A) _____		
Total Number of Competencies (B) _____ Initiative (A) ÷ (B) = _____		

## VI. COOPERATION

COMPETENCY	RATING	VALIDATING MECHANISM & COMMENTS
1.3 Skilled in working closely with Physical Therapy Supervisor regarding patient service needs.		1, 5
3.3 Serves as a liaison between patient, unit and Physical Medicine Consultant regarding physical health needs of the patient.		1, 3, 4
4.1 Inform the Treatment Team of the Physical Therapy needs of the patient and represents the patient's treatment priorities.		1, 4
6.1 Orients staff to job description and department responsibilities.		3, 6
7.2 Attends all mandatory training.		9
7.3 Attends safety training (i.e. Fire Safety, etc.) as recommended by OSD.		9
8.0 Performs other duties as assigned.		1, 3
Add Figures in Rating Column (A) _____		
Total Number of Competencies (B) _____ Cooperation (A) ÷ (B) = _____		

## VII. JUDGEMENT

COMPETENCY	RATING	VALIDATING MECHANISM & COMMENTS
1.9 Demonstrates an ability to follow risk management procedures and comply with the level system.		1, 3, 6
1.11 Maintains Physical Therapy Licensure with the Department of Public Health of the State of Connecticut.		6, 9
4.2 Demonstrates an ability to integrate the patient's physical therapy needs into the MTP and/or TPR.		4
4.3 Instructs staff in Physical Therapy theory and practice resulting in positive patient outcomes.		2, 4, 5
5.4 Demonstrates an ability to integrate all aspects of the patient's needs and risks when determining appropriate equipment for patient usage.		1, 3, 4
6.1 Provides training, direction and consultation to Rehabilitation Therapy Assistant on activities relating to responsibility.		1, 9
7.4 Facilitates and trains staff and patients on safety issues (i.e. Transfer Training, Stair Training, etc.)		1, 3, 9
Add Figures in Rating Column (A) _____		
Total Number of Competencies (B) _____ Judgement (A) ÷ (B) = _____		



### VIII. AGE SPECIFIC AND CULTURAL COMPETENCIES AND 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. Judgement	
VIII. Other	
IX. Overall Performance Rating	
COMMENTS:	

RATED BY

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

REVIEWED BY

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

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

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

Revised 1/11/06