

**POSITION DESCRIPTION**

<b>SECTION A: Position Identification</b> <b>POSITION TITLE:</b>  Physiotherapy Assistant		<b>CLASSIFICATION</b>	
<b>DEPARTMENT</b>		<b>DIVISION</b>	
<b>POSITION #</b>	<b>MANAGEMENT</b>	<b>EXCLUDED</b>	<b>BARGAINING UNIT</b>

**SECTION B: Reporting Structure**

**Your Supervisor’s Title:**

**His/Her Supervisor’s Title:**

**Other positions that report to your immediate supervisor:**

**SECTION C: Program/Functional Area**

(Provide a brief description of the Program Area or Organizational Unit in which the position is located. This Section should include whether services are multi-site, multi-disciplinary, site, district, provincially or regionally focused; nature of population served, etc.)

**SECTION D: Position Summary**

The Physiotherapist Assistant (PTA) participates in the provision of holistic, comprehensive care to meet the needs of patients/clients. As a member of the team, the Physiotherapist Assistant participates in the overall plan of care for the patient/client by gathering information and providing

physiotherapy interventions and education under the supervision of and as assigned by the Physiotherapist. The PTA provides care in collaboration with the patient/client, family, care providers and other health team members throughout all stages of health and complexities of illness. The Physiotherapist Assistant participates in the provision of safe, competent, patient/client and family centered, ethical care, ensuring the goals and needs of the patient/client are prioritized and individualized. The Physiotherapist Assistant is responsible for specific, assigned physiotherapy therapy services, matching with their training, skill, knowledge, and ability.

**SECTION E: MAJOR RESPONSIBILITIES: (indicate approx % of time spent on each)**

**Direct Patient Care:**

1. Carries out assigned activities/intervention as per the parameters set by the Physiotherapist following professional standards of the discipline and evidence informed practice. Examples of interventions that may be assigned to the Physiotherapy Assistant include, but are not limited to: education to patients/clients, families, and caregivers; mobility training; exercise programs for range of motion, strength/endurance, balance, coordination, tone management; patient/client handling and positioning techniques to facilitate safe mobility, optimize function, and prevent potential impairments.
2. Follows the care plan set out by the Physiotherapist, engages the patient/client in treatment on a one to one basis or group format as appropriate.
3. Orients the patient/client to the treatment area and prepares therapy rooms and assembles treatment equipment and supplies.
4. Monitors patient/client responses and status during the application of assigned, specific physiotherapy interventions.
5. Suspends specific interventions if a patient/client has an adverse reaction or if the patient/client is at risk and consults with the Physiotherapist.
6. Provides suggestions for change or modification to existing programs to the Physiotherapist.
7. Incorporates individuality, autonomy and confidentiality of the patient/client when delivering physiotherapy activities and interventions.
8. Applies a patient/family centered approach to physiotherapy activities and interventions.

**Data Gathering/ Documentation:**

1. Observes, monitors, and documents the patient's/client's performance and reports this information to the Physiotherapist.

2. As assigned, gathers data/information from a variety of sources (e.g. patient, family, health record) using non standardized and/or standardized tools and reports this information to the Physiotherapist.
3. Maintains an accurate account of care given through clear, concise, written and verbal communication and communicates and documents patient/client observations.
4. Administers specified outcome measures as assigned by the Physiotherapist.
5. Completes workload measurement statistics.
6. Documents and reports observations of patients/client's performance and progress by communicating concerns and /or changes in condition to the Physiotherapist in an efficient and timely manner.

**Communication and Collaboration:**

1. Incorporates appropriate therapeutic communication skills tailored to the individual client including acknowledging appropriate professional boundaries, when applying assigned physiotherapy activities and interventions.
2. Participates in collaborative team and patient/client care related activities. For example:
  - a. Scheduled rounds as well as ad hoc meetings to ensure timely flow and progression of the ongoing care and discharge.
  - b. Patient/client and family conferences.
  - c. Staff meetings and committees
  - d. Program planning, research, continuous quality improvement initiatives, staff education, safety initiatives, and accreditation.
3. Supports discharge planning and transitions across the health care continuum, ensuring the patient's/client's needs are met in the appropriate setting as directed by the Physiotherapist.
4. Provides suggestions for change or modification to existing programs to the Physiotherapist.
5. Establishes priorities for patient/client caseload management in consultation with the Physiotherapist.

**Material Resources/Equipment:**

Contributes to the coordination of physiotherapy practice to ensure an effective patient/client and family -centered treatment environment, including but not limited to:

1. Procures, uses, maintains and monitors equipment, supplies and space to support physiotherapy services.
2. Gathers information about available resources in the health system or community to support

patient/client care.

**Education and Professional Development:**

1. Participates in orientation of new employees and mentoring/preceptoring of new and existing employees as appropriate.
2. Acts as a mentor / preceptor for student clinical internships.
3. Participates in performance evaluation of self and others and works towards meeting knowledge gaps through professional development.

**POSITION SPECIFICATIONS**

**SECTION F: MINIMUM FORMAL EDUCATION:**

Graduation from a Physiotherapy Assistant Program recognized by the Canadian Physiotherapy Association

**SECTION G: CERTIFICATION/REGISTRATION/DESIGNATION**

N/A

**SECTION H: SPECIAL KNOWLEDGE & SKILLS:**

1. General knowledge of Physiotherapy Assistant practice.
2. Specific knowledge of Physiotherapist assistant practice
3. Strong patient/client focus and ability to build solid patient/client and practitioner relationships.
4. Demonstrated interprofessional collaboration and teamwork skills with the patient/client at the centre.
5. Commitment to continuous improvement and innovation.
6. Demonstrated leadership abilities.
7. Demonstrated planning, organization, and time management skills.
8. Commitment to promoting a culture that supports safety, ethical practice and organizational health.
9. Computer skills (e.g. workload measurement input, word processing, email, etc.)
10. Annual Cardio-pulmonary Resuscitation certification (BCLS) as appropriate.
11. WHIMS certification.
12. Physical capabilities to perform the duties of the position.
13. Travel may be required.

**SECTION I: NATURE AND AMOUNT OF EXPERIENCE:**

Previous related experience is preferred.

**SECTION J: JUDGEMENT & INITIATIVE:**

1. Articulates rationale for decisions.
2. Demonstrates ability to problem solve within the scope of employment.
3. Demonstrates ability to seek solutions through collaboration and consultation with the assigning Physiotherapist.
4. Demonstrates ability to recognize changes in physical performance, functional abilities and health care needs and report this information to the Physiotherapist.
5. Consults with Physiotherapist for issues beyond the Physiotherapist Assistant's scope of employment and the individual's personal competence.
6. Seeks direction or assistance from other health care professionals as required.

**SECTION K: TYPE AND LEVEL OF SUPERVISION EXERCISED:**

Provides direction and acts as a mentor / preceptor for new Physiotherapist assistants, students and volunteers.

**SECTION L: KEY RELATIONSHIPS:**

1. Works collaboratively with the Physiotherapist(s) to ensure safe and efficient physiotherapy care.
2. Engages patient/client to build rapport and gain credibility and confidence to allow for effective care implementation and delivery of services to meet the assessed needs of the patient/client and expected outcomes.
3. Collaborates and communicates effectively with the patient/client, his/her support system, team members, internal/external and community resources to implement and maintain the plan of care and required services.
4. Demonstrates competencies in interprofessional practice including but not limited to:
  - a. Describing one's roles and responsibilities clearly and overlapping aspects of Physiotherapy Assistant knowledge and skills with other health team members.
  - b. Recognizes and respects the role, responsibilities and competence of other health team members in relation to one's own.
  - c. Demonstrates respect and trust to ensure that collaborative relationships are fostered.

**SECTION M: DEGREE OF RESPONSIBILITY FOR DECISIONS ON FINANCIAL, HUMAN AND MATERIAL RESOURCES:**

Uses available physical, material and financial resources as required for safe, effective and efficient physiotherapy practice.

Contributes to safe and cost-effective physiotherapy practice including but not limited to:

1. Participates in cost-effective acquisition and use of physical resources.
2. Participates in inventory control, safe storage of materials and supply management.

**SECTION N: PHYSICAL DEMAND:**

This could include working in awkward positions; sitting; stretching/reaching; on feet for long periods, standing/walking; pulling/pushing; lifting more than 40 lbs; transferring patients/clients; crouching; and manual dexterity.

**SECTION O: MENTAL & VISUAL DEMAND:**

These include but are not limited to:

- Active listening
- Critical thinking
- Observation
- Providing training/instruction to patients/clients/students, families and caregivers
- Report writing and health record documentation
- Data entry/computer use
- Health Record review
- Making presentations
- Driving

**SECTION P: WORKING ENVIRONMENT and UNAVOIDABLE HAZARDS:**

Work may be located on inpatient units, in ambulatory areas, homes, schools, and community

When care/service is provided in the homes, schools, day cares of patients/clients the work situation is unique in that:

1. The work is generally done in the patient's/client's home in isolation from colleagues.
2. Employees are in the homes, schools, daycares of patients/clients where:
  - a. They may be unfamiliar with the physical layout of the space.
  - b. They are sometimes working in the presence of other family members, staff or visitors.

- c. There may not be access to immediate assistance when emergencies occur.
  - d. Contact with pets and wildlife may pose risk or injury.
  - e. The possibility exists of encountering individuals who are under the influence of alcohol or drugs.
  - f. There is the possibility of encountering individuals who are confused, disoriented or incompetent.
  - g. Employees may find themselves in unsafe working conditions, including space which is unsanitary or not structurally sound.
3. It may be necessary for the employee to travel to and from patients'/clients' homes, daycares, and schools in all types of weather conditions.

**SECTION Q: SAFETY (patient, worker & workplace)**

The successful applicant will:

- 1. Contribute to a culture of patient/client safety.
- 2. Work in teams for patient/client safety.
- 3. Communicate effectively for patient/client safety.
- 4. Manage safety risks.
- 5. Optimize human and environmental factors.
- 6. Recognize, respond to and disclose adverse events.

(As per "The Safety Competencies: Enhancing Patient Safety Across Health Professions", Canadian Patient Safety Institute.)

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

*Name (Please Print)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

*Name (Please Print)*

VP Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

*Name (Please Print)*