

**FULTON COUNTY MEDICAL CENTER
POSITION DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE SECRETARY PHYSICAL THERAPY

REPORTS TO: DIRECTOR OF PHYSICAL THERAPY

REVISION DATE: DECEMBER 2004

I. POSITION SUMMARY:

Performs various administrative tasks relevant to the Physical Therapy department under the direction of the Director of Physical Therapy as well as clerical duties and patient-related activities which do not require the formal education or training and the skill and knowledge of a physical therapist or physical therapist assistant.

II. EDUCATION REQUIREMENTS/LICENSURE/CERTIFICATION/REGISTRATION:

High school diploma or equivalent, minimum of two years experience as a Physical Therapist Aide, participates in on-the-job training to acquire a working knowledge of physical therapy practice and general human anatomy/physiology.

III. CUSTOMER FOCUSED EXPECTATIONS (MISSION, VISION, VALUES):

While performing the essential functions of this position, the staff member must strive to keep the mission, vision, and values of the Fulton County Medical Center, and be committed to the improvement and best interests of the facility and the services provided.

IV. TYPICAL PHYSICAL DEMANDS (Subject to modification or accommodation as required)

1. Requires sitting, standing, bending, and reaching.
2. Occasional lifting and/or moving up to 25 pounds.
3. Manual dexterity and eye/hand coordination. Normal range of hearing and vision.
4. Knowledge and/or ability to operate simple to complex machinery.

V. TYPICAL MENTAL DEMANDS: (Subject to modification or accommodation as required)

1. Must be able to analyze many variables and choose the most effective course of action for the facility.
2. Handle diverse work issues on a daily basis. Ability to deal with a variety of emotions and frustrations in decision making.
3. May need to develop a flexible work schedule to meet various demands.
4. Must be able to communicate providing verbal feedback in a professional manner.

VI. WORKING CONDITIONS:

The noise level in the work environment is usually quiet. However, exposure to noise distractions and unpredictable behaviors will be experienced. Conveys a professional and positive image and attitude, and demonstrates commitment to professional growth and development.

VII. EQUIPMENT USED:

1. Computer
2. Telephone System
3. Printer
4. Facsimile machine
5. Copier
6. Calculator

VIII. FACILITY WIDE COMPETENCY REQUIREMENTS (See Attached)

IX. ESSENTIAL FUNCTIONS (See Attached)

X. NON-ESSENTIAL FUNCTIONS (See Attached)

Signature

Date



- Mid Probation** 45 days after hire
- End Probation** 90 days after hire
- Annual**

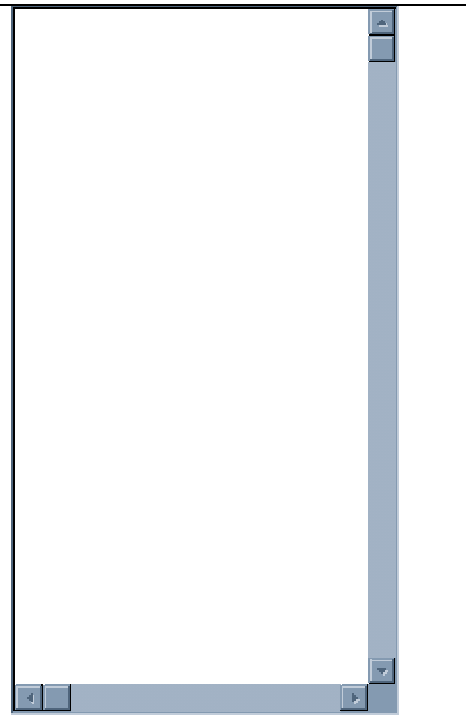
Employee Name: <input style="width: 95%;" type="text"/>	Department: <input style="width: 95%;" type="text"/>	Current Title: <input style="width: 95%;" type="text"/>	Supervisor Name/Title: <input style="width: 95%;" type="text"/>
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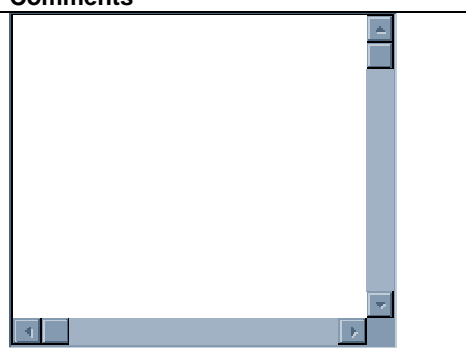
Methods of Measurement Include the Following:		<i>AGES SERVED</i>	
<input type="checkbox"/> Direct Observation	<input type="checkbox"/> Documentation	<input type="checkbox"/> Neonates (< 30 days)	<input type="checkbox"/> Adults (> = 18 years and < 65 years)
<input type="checkbox"/> Feedback from staff or patients	<input type="checkbox"/> PI Reports	<input type="checkbox"/> Infants (> 30 days and < 1 year)	<input type="checkbox"/> Geriatrics (> = 65 years)
Period Covered by this Evaluation: <input style="width: 95%;" type="text"/>		<input type="checkbox"/> Pediatrics (> = 1 year and < 13 years)	<input type="checkbox"/> Not Applicable
		<input type="checkbox"/> Adolescents (> = 13 years and < 18 years)	

	Rating			
	D	M	E	
FACILITY WIDE COMPETENCY				<div style="border: 1px solid black; height: 400px; width: 100%;"></div>
INSTITUTIONAL AND/OR PROFESSIONAL STANDARDS <ul style="list-style-type: none"> Comply with regulatory agencies, and institutional and operating systems. Adhere to all Hospital Policies and Procedures as they apply to the area. Knowledge and adherence to Infection Control and Environment of Care Guidelines and Procedures as they are described in the annual education module. Protect patient/customer confidentiality. Comply with HIPAA regulations as they apply to the job. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PERFORMANCE IMPROVEMENT <ul style="list-style-type: none"> Adhere to current organizational Performance Improvement priorities Participate in quality studies through data collection Make recommendations and take actions to improve structure, system or outcomes 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CUSTOMER SERVICE <ul style="list-style-type: none"> Demonstrate the values of the organization: respect, honesty, integrity, compassion, fairness, innovation and stewardship of our resources. Demonstrate commitment to serving the customer. Demonstrate excellence in communication with the customer. Create a welcoming environment for the patients, family and other interdisciplinary team members 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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ESSENTIAL FUNCTIONS	D	M	E	Comments
1. Supports philosophy and goals of the hospital and physical therapy department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid black; height: 767px; width: 100%;"></div>
2. Complies with hospital and departmental policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Oversees all ordering of PT departmental supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Prepares monthly statistical report of patient charges which is sent to the administrative department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Monitors equipment calibration and preventive maintenance logbooks reporting any deficiencies to the Director.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Responsible for ensuring that whirlpool cultures are completed in a timely manner and proper documentation maintained reporting any deficiencies to the Director.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Maintains proper documentation of departmental inservices in the inservice logbook according to departmental policy and procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Monitors PT employee job performance review evaluation dates reporting upcoming re-evaluation dates to the Director.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Attends hospital meetings upon request of the Director as a means of relaying information to/from the Director.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Coordinates scheduling of all PT staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Oversees the orientate/or training of new PT Aides.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Performs other relevant administrative tasks as appropriate under the direction of the Director.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Maintains the general cleanliness of the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Assists in the preparation of patient and/or treatment area prior to treatment, as needed during treatment, and upon the conclusion of treatment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Assists with patient scheduling and maintenance of patient and departmental records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Assists in assembly, disassembly, and maintenance of equipment and accessories.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Transports patients as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

18. Applies superficial heat or cold as an adjunct to the treatment program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. May prepare whirlpool for treatment, place patient in whirlpool, remove patient from whirlpool, and clean whirlpool under the direct on-premises supervision of a licensed physical therapist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Assist the physical therapist or physical therapist assistant with the ambulation or transfer of a patient for safety purposes; may also ambulate a patient to improve endurance (i.e. maintenance level ambulation) when no gait training is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Provides assistance to patient with non-treatment aspects of activities and attends to the personal needs of patients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Assists in triaging incoming phone calls to the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Demonstrates knowledge and application of APTA's "Standards of Practice" relevant to the functions of supportive personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Participate in orientation to, update of, and/or practice of emergency procedures, fire drills, disaster plans knowledgeable in, and capable of, managing emergency situations as directed by the overseeing physical therapist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. The Administrative Secretary for Physical Therapy, from time to time, aid and assist the physical therapist in the provision of physical therapy services, provided that such activities are performed under the direct on-premises supervision of licensed physical therapist and the level of such activities do not require formal education or training and the skill and knowledge of a physical therapist or physical therapist assistant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Non Essential Functions:				D	M	E	Comments
1. Participates in professional development activities: a. In-service classes or on-line courses. b. Shares knowledge with others. c. Reads in-house communications				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Work Habits: a. Complies with attendance policies. b. Dresses according to the departmental dress code c. Organizes times, sets priorities d. Spends free time in a constructive manner				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Initiative and judgment: a. Makes necessary work related judgments based upon factual information b. Completes assignments with minimal directions and in a timely manner c. Adapts to a changing work load				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D= Does Not Meet Expectations	M= Meets Expectations	E= Exceeds Expectations
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Comments:

Future Plans and Actions:

Employee Comments:

To update our files, please answer the following questions:
Have you received a higher education degree in past 12 months: Yes___ No___
Please forward to Human Resources
Have you received a certification in the past 12 months: Yes___No___
Please forward to Human Resources

I have reviewed this Performance Evaluation

Employee Signature

Date

Evaluator Signature

Date

Department Head or Designee Signature

Date