DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA

CLASSIFICATION: **PHYSICAL THERAPIST ASSISTANT**	
Approved by Chief of Primary Care Services – Dr. Serge Mistivar **Signature:**	**Date Approved:** 11/02/26

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under supervision of a registered physical therapist, to assist in administering physical therapy treatments in a State hospital; and to do other related work.

   Carries out individual client care programs or portions thereof as planned by a supervising registered physical therapist; trains clients in exercises, ambulation, and activities of daily living; applies heat and cold, ultrasound and massage, light, in water and therapeutic pools; assists clients in positioning and exercising; observes and reports client's physical condition and response to treatment; assists registered physical therapist in performing tests, evaluations, and complex treatment procedures; maintains safe environment for clients; maintains treatment areas and equipment in satisfactory operating condition; maintains adequate supplies; attends clinics; may post client and treatment data in records; may prepare reports; may participate in clerical and reception activities of the physical therapy unit.

   80%
   - Administers therapeutic modalities, including electric therapies, and therapeutic exercise.
   - Attends clinics and keeps clinical notes and records.
   - Makes reports incorporating physical therapy treatment into the integrated treatment plan.
   - Schedules patients for physical therapy.
   - Maintains and monitors prosthetic and orthotic equipment given to patients/inmates.
   - Educates unit staff in continuation of patients' exercise programs, use of orthotic/prosthetic/adaptive equipment/TENS units on the patient/inmates home units.

   10%
   - Assuring compliance with legal and regulatory and JCAHO accreditation standards.

   10%
   - Maintains physical therapy equipment and quarters.

2. **SUPERVISION RECEIVED:**
   Physical Therapist II

3. **SUPERVISION EXERCISED:**

None

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Human anatomy and physiology; pathophysiological conditions resulting from injury and disease; concepts and scope of physical therapy and its relationships to other health care professions; professional ethics and conduct.

ABILITY TO: Establish effective therapeutic relationships mentally or developmentally disabled persons; utilize recognized methods in applying physical therapy techniques; follow directions and work under close supervision; observe and record responses to treatment; and keep accurate records.

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

DIVERSITY, EQUITY, AND INCLUSION: Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: None

TECHNICIAL PROFICIENCY (SITE SPECIFIC): None

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.

7. **TRAINING:**
Training Category – 2 – Training Procedure No. 03-11.
The employee is required to keep current with the completion of all required training.

8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:
Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:
1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Employee Signature	Print Name	Date
Supervisor Signature	Print Name	Date